



**DEFENSE INFORMATION SYSTEMS AGENCY**

**JOINT INTEROPERABILITY TEST COMMAND**  
*Indian Head, Maryland*



## **NAVAL SEA LOGISTIC CENTER (NAVSEA)**

# **STANDARD LABOR DATA COLLECTION AND DISTRIBUTION APPLICATION (SLDCADA) Version 21.2**

## **SOFTWARE TEST PLAN For Functional Qualification Testing**

**May 29, 2001**

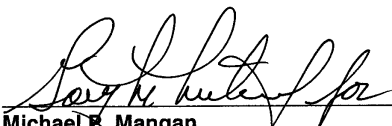
**NAVAL SEA LOGISTIC CENTER (NAVSEA)**  
**STANDARD LABOR DATA COLLECTION AND DISTRIBUTION APPLICATION (SLDCADA)**  
**SOFTWARE TEST PLAN (DRAFT)**

**May 29, 2001**

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## **Executive Summary**

The purpose of this document is to outline the test plan that the Joint Interoperability Test Command has developed to verify and validate the functionality of the Standard Labor Data Collection and Distribution Application (SLDCADA) version 21.2. The SLDCADA Functional Qualification Test (FQT) is scheduled for 29 May through 1 June 2001. The SLDCADA is a time-keeping system that allows for centralized or distributed input, providing the capability to track civilian, military, as well as contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes.

During test preparation, 263 functional requirements were identified for the SLDCADA system. Three Software Test Descriptions (STD) have been prepared to verify and validate 100% of the identified requirements for SLDCADA. A complete list of all STDs is included in Appendix D of this test plan.

The FQT will be performed at a Naval Sea Logistic Center Detachment Atlantic designated testing facility located in Yorktown, Virginia. The SLDCADA version 21.2 will be installed and operated to simulate production in the field.

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## **Section 1. Scope**

### **1.1 Identification**

The Standard Labor Data Collection and Distribution Application (SLDCADA) is a time-keeping system that allows for centralized or distributed input, providing the capability to track civilian, military and contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes. The Navy Sea Logistic Center (NAVSEA) developed the SLDCADA and it has been chosen as the Department of Navy standard.

The purpose of this document is to outline the test plan that the Joint Interoperability Test Command (JITC) has developed to verify and validate the functional capability of SLDCADA. The SLDCADA Functional Qualification Test (FQT) is scheduled for 29 May through 1 June 2001.

### **1.2 Background**

The Department of the Navy chose SLDCADA as the new Time and Attendance application to be used at nearly all Navy activities. NAVSEA requested that JITC perform an FQT on SLDCADA, a web-based Oracle system, before deploying it Navy wide.

JITC is responsible for the formal FQT, which will validate the integrity of the application's performance by verifying documented requirements.

### **1.3 Application Overview**

SLDCADA has many features to benefit the Navy's Time and Attendance capabilities. These features include a leave availability check, prior pay adjustments, exception reporting, and the ability to query Defense Civilian Payroll System (DCPS) files (Master Employee Record & Biweekly Master Employee Record) for easy access to employee information by authorized users.

The SLDCADA provides a single Time and Attendance screen for input, correction, certification, prior pays, and review, which ultimately reduces the training effort and makes user input easy. All reports are on-line, resulting in a reduction of hard-copy reports.

Interfaces are in place with the DCPS, the Department of Defense standard financial systems (Defense Information Financial Management System, Standard Accounting and Reporting System-Field Level and Standard Accounting and Reporting System-Headquarters), as well as other various local financial systems.

The SLDCADA is designed to be parameter driven; therefore it may be tailored to meet individual site requirements. By being able to customize the SLDCADA application, the site

is provided with maximum flexibility, thus making it possible to satisfy a site's particular needs.

## **Section 2. Test Preparation**

## **2.1 Test Preparation/Progression**

JITC has established a structured, standardized testing process for the SLDCADA FQT. The pre-test events are the foundation for the follow-on activities.

JITC will identify functional requirements for the SLDCADA web-based application. The requirements will be derived from the documentation obtained from the SLDCADA Program Management Office (PMO). These functional requirements will be tested to validate the functionality of the application.

JITC will create specific technical and functional test scenarios for each functional area identified. These scenarios will be specific in assigning each operator input, expected results, requirement cross reference, dependencies on other test items or products, and any other critical dependencies projected to be a consideration during test.

The following are the scenarios to be tested: Software Test Description (STD) 1-Civilian, STD 2-Military, and STD 3-Non-Employee.

Each STD will be adjusted based on the access rights of each user.

JITC will maintain close coordination with the NAVSEA assigned Subject Matter Experts (SME) and functional experts. This coordination will ensure that all of the preliminary test data is accurate, efficient, and comprehensive. JITC shall meet with SLDCADA users in an effort to streamline their testing efforts and produce more effective test scripts.

## **2.2 Reference Documents**

- a) SLDCADA Functional Assessment Proposal, dated 31 January 2001.
- b) SLDCADA Software User's Manual (Web), dated 8 May 2001.

## **Section 3. Test Environment**

### **3.1 Hardware Considerations**

The following describes the hardware items that will be needed to conduct SLDCADA testing:

- Sun Sparc Database Server
  - 486/33 or higher processor
  - 3.5-inch high density floppy drive

- Windows NT Workstation
  - 486/33 or higher processor
  - 16 MB Memory
  - 3.5-inch high density floppy drive

### **3.2 Software Considerations**

The following table describes the software items that will be needed to conduct SLDCADA testing:

- Netscape Version 4.5 or later
- ORACLE Version 8.1.6
- Solaris Version 2.6
- SLDCADA Version 21.0 executable code



## **Section 4. Test Details**

### **4.1 Test Objectives**

JITC will perform a modified FQT that will insure that all test objectives are satisfied. During the actual testing period, daily reports detailing items tested, problems encountered, preliminary analysis of problems, and test schedule progress will be made by JITC to the SLDCADA PMO.

The FQT deals primarily with the assessment of the systems' functional requirements. The functional testing approach will be a comprehensive effort designed to verify and validate all of the system's functional requirements. It will be conducted in a formal nature, with JITC and SMEs working side by side. JITC will, in many cases, initiate most of the button actions, as well as annotate the results or problems and make necessary changes to the STDs previously prepared by JITC. SMEs will be on hand to act in a consulting capacity utilizing their SLDCADA functional expertise as required. This procedure is done to facilitate the aggressive turn-around time for analysis and results. During the actual testing period, problems encountered, preliminary analysis of problems, and test schedule progress will be made by JITC.

### **4.2 Test Execution**

Each STD prepared for SLDCADA is designed with an individual objective and a subset of requirements to be validated. Each STD is mapped to a group of requirements identified from the system's documentation. As each STD event is successfully executed, subsets of requirements are verified. During the test, the JITC test team will be annotating these STD's with test results and problem areas with intent on fully documenting the testing progress for SLDCADA.

Only the functional capabilities were considered during test preparation. This effort identified 263 functional requirements for the SLDCADA web-based application. Approximately three STD's have been prepared to verify and validate 100 percent of the identified requirements for SLDCADA. The requirements are listed in Appendix C. The STDs are highlighted below and are detailed in Appendix D.

**4.2.1 STD 1 Civilian:** SLDCADA, Version 21.2 gives the Navy community a Standard Time and Attendance System to track civilian hours against job order numbers, for financial purposes and type hour codes for pay purposes.

**4.2.2 STD 3 Military:** SLDCADA, Version 21.2 gives the Navy community a Standard Time and Attendance System to track military hours against job order numbers, for financial purposes and type hour codes for pay purposes.

**4.2.3 STD 3 Non-Employee:** SLDCADA, Version 21.2 gives the Navy community a Standard Time and Attendance System to track non-employee hours against job order numbers, for financial purposes and type hour codes for pay purposes.

### **4.3 User Representation**

During FQT, JITC will have available for consultation, a functional SME who will provide expertise and background for JITC. The SLDCADA PMO will designate those functional SMEs, who will be present during FQT, and provide those names prior to the test date.

#### **4.4 Data Analysis**

Once the functional testing is completed, the test team will perform data analysis. The majority of the data collected shall be formatted and placed into a traceability database. The information shall be consolidated and every requirement shall have an associated disposition regarding its status.

Trouble Reports shall be written for all problems that were revealed during testing. These trouble reports shall be cross-referenced to their associated requirement and will be represented in a testing metric divided and represented against their assigned priorities.

The requirements themselves shall also be sorted by percentages for those tested, failed, not tested and no longer applicable, then represented in software metrics. The metrics for both the trouble reports and the requirements shall be included in the final test report.

All data shall be collected and packaged for presentation in the form of a Software Test Report to the SLDCADA PMO.

#### **4.5 Test Reporting**

The test report will cross-reference the requirements with any associated trouble report. For those trouble reports that have an associated operational impact, the impact statement will be provided as part two of the trouble report. The report shall also present the results in graphs and tables, for charting purposes of all of the data collected during the test.

The appendices of the report shall include the completed STDs annotated with resulting information, actual trouble reports, the requirements as they were allocated to each STD, and other administrative appendices to support the results.

The test report will be provided, in original form, to the SLDCADA PMO.

## **Section 5. Points of Contact**

**5.1 Task Management and Execution:** The JITC POC for the technical conduct, management, and contractor performance of this task is:

Luanne Overstreet  
ATTN: Messaging and Information Systems Division  
4481 Indian Head Highway  
Indian Head, MD 20640  
DSN: 354-2695, COM: (301) 744-2695

**5.2 Funding:** Initial and any follow-on funding to support this task should be forwarded as a Military Interdepartmental Purchase Request (MIPR) to

Ms. Dina Martinez  
ATTN: Financial Management Office (JTAF)  
Building #57305  
Fort Huachuca, Arizona, 85613  
DSN: 879-3663, COM: (520) 538-3663

**5.3 Customer Satisfaction:** Any feed-back concerning JITC's performance, whether positive or negative, on this task should be made through the following POC:

Mr. Michael P. Mangan, Division Chief  
ATTN: Messaging and Information Systems Division  
101 Strauss Avenue, Bldg. 900  
Indian Head, MD 20640-5035  
DSN: 354-2604, COM: (301) 744-2604, FAX: (301) 744-2666

## Appendix A

### Points of Contact

Name	Affiliation	DSN/ Commercial
SLDCADA PMO		
Priscilla Tillery	Naval Sea Logistic Center	(301) 744-6125
SLDCADA Technical Support		
Natasha Mungal	Naval Sea Logistic Center	(757) 887-7824
Tim Sledge	Naval Sea Logistic Center	(757) 887-4441
Beth Abbot	Naval Sea Logistic Center	(757) 887-8145
JITC Test Team		
Luanne Overstreet	JITC	(301) 744-2695 DSN 354
Chrissy D. McMannes	TRW	(301) 744-2689 DSN 354

## **Appendix B**

### **Acronyms**

DCPS	Defense Civilian Payroll System
FQT	Functional Qualification Test
JITC	Joint Interoperability Test Command
NAVSEA	Naval Sea Logistic Center
PMO	Program Management Office
SLDCADA	Standard Labor Data Collection and Distribution Application
SME	Subject Matter Expert
STD	Software Test Description

**APPENDIX C**  
**FUNCTIONAL REQUIREMENTS**

# SLDCADA Requirements Prioritization

Req.	Paragraph	Paragraph Title	Requirement	Priority
1	4.3	Launch	Allows access to SLDCADA through Internet Explorer.	1
2	4.3.1	New Site	Provides the user the ability to process a New Site certificate.	4
3	4.3.1	New Site (Bypass)	Allows the user to bypass the New Site Certificate process when you access the SLDCADA web.	4
4	4.3.1	New Site (Accept)	Allows the user to accept the certificate for this session only.	4
5	4.3.1	New Site (Not Accepted)	Allows the user to not accept the certificate and not connect to the web.	4
6	4.3.1	New Site (Warn)	Allows the user to be warned before sending information to the site.	4
7	4.3.1	New Site (Don't Warn)	Allows the user to not be alerted before information is sent to the site.	4
8	4.3.1	Security	Provides the ability to be alerted when accessing a secure site.	4
9	4.3.1	Security (Not Displayed)	Provides the ability to not be alerted when accessing a secure site.	4
10	4.3.1	Security Alert	Allows the user to proceed at the Security Alert window.	4
11	4.3.1	Security Alert (Proceed)	Allows the user not to proceed at the Security Alert window.	4
12	4.3.1	Security Alert (Certificate)	Allows the user to view the certificate at the Security Alert window.	4
13	4.3.3	User ID	Allows only users with valid usernames and passwords to proceed.	1
14	4.3.3	Cancel	Allows the termination of the SLDCADA at the login screen.	4
15	4.3.3	Invalid Login	Provides the ability to login again if an invalid login error occurs.	4
16	4.3.3	Login Error	Capability to display a login error message after the second time a login is attempted.	4
17	4.3.3	Default Password	Provide the user the ability to change the default password.	2

## Priority:

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3. Adversely affect the accomplishment of an operational or mission essential capability but a work-around solutions known
4. Result in user/operator inconvenience or annoyance but does not affect a required operational or mission essential capability
5. Any other effect

Req.	Paragraph	Paragraph Title	Requirement	Priority
18	4.3.3	Submit Password	Provides the user the ability to submit the changed password and continue in SLDCADA.	2
19	4.3.3	Cancel Password	Provides the user the ability to return to the login screen from the Change Password screen.	4
20	4.3.3	Successful Password	Provides the ability for the user to know that the password change was successful.	4
21	4.3.3	Password (Tool Bar)	Allows the user to change the password from the tool bar.	4
22	4.3.4	Employee Type	Provides the user the ability to choose an employee type for the session: Civilian, Non-Employee or Military.	1
23	4.3.4	System News Screen	Allows the user to view the System News Screen.	2
24	4.4.1	About SLDCADA	Provides basic information about SLDCADA.	4
25	4.4.1	Menu Bar	Present all menu options that are currently available.	1
26	4.4.1	Status Bar	Display line for displaying prompts and informational messages.	4
27	4.4.1	Tool Bar	Allows the viewing of all icons the user has access to, displaying the Icon functions in text. (Graying out those user cannot access).	1
28	4.4.2	Saved	Performs a save to the database.	1
29	4.4.2	Add	Add a new row to the window, with the record added appearing at the end of the rest of the data.	1
30	4.4.2	Week 1	Provides the ability to certify or uncertify week 1 labor of the currently selected employee.	1
31	4.4.2	Week 2	Provides the ability to certify or uncertify week 2 labor of the currently selected employee.	1
32	4.4.2	Week 1 and 2	Provides the ability to certify or uncertify week 1 and 2 labor of the currently selected employee.	4
33	4.4.2	Current User	Provides the ability to obtain the information concerning the user logged into SLDCADA.	4
34	4.4.2	Current Week	Provides the ability to identify the current SLDCADA week ending date.	4

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Req.	Paragraph	Paragraph Title	Requirement	Priority
35	4.4.2	Help	Provides access to the online help function.	4
36	4.4.3	Incorrect Data	Provides the ability to notify the user when information is entered incorrectly, in an improper format or due to a system problem.	2
37	4.4.3	Reference List	Allows the user to access reference lists throughout the application.	3
38	4.5.1	Add (Execute)	Provide the user the ability to add a record.	1
39	4.5.1	Add (Success)	Provides the user the ability to know if the add was completed successfully.	4
40	4.5.1	Add (Error)	Provide an error message if the Add edit fails.	3
41	4.5.1	Add (Edit)	Provide the ability to edit the error and attempt the add again.	3
42	4.5.2	Update	Provide the user the ability to update a record.	1
43	4.5.2	Update (Success)	Provides the ability for the user to that the update was successful by the record number turning green.	4
44	4.5.2	Update (Error)	Provide an error message if the update fails and the record number turns red.	3
45	4.5.2	Update (Edit)	Provide the ability to edit the error and attempt the update again.	3
46	4.5.3	Delete (MD)	Provide the ability to delete a record.	1
47	4.5.4	Data Inquiry	Provides the ability for users to have read only access and no save option on the screen.	3
48	4.6.1	Employee Name	Provide the ability to use Employee Name as a search criteria.	3
49	4.6.1	Employee Name (Date)	Provide the ability to conduct an employee name search by the desired date.	1
50	4.6.1	Employee Name (Search Criteria)	Provide the ability to enter the first letter of an employee's name as a search criteria value and select the name desired.	4
51	4.6.1	Employee Name (Search)	Provide the user the ability to conduct a search on an employee name.	3

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Req.	Paragraph	Paragraph Title	Requirement	Priority
52	4.6.1	Employee Name (Cancel)	Provide the user the ability to cancel a search.	4
53	4.6.2	Shop	Provide the ability to use Shop as a search criteria.	3
54	4.6.2	Shop (Search Criteria)	Provide the ability to select a shop as a search criteria value.	3
55	4.6.2	Shop (Default)	Capability to default to one shop if it is the only one assigned.	4
56	4.6.2	Shop (Search)	Provide the user the ability to conduct a search on a shop.	3
57	4.6.3	SSN	Provide the ability to use Social Security Number as a search criteria.	3
58	4.6.3	SSN (Search Criteria)	Provide the ability to enter the first number of an employee's SSN as a search criteria value and select the SSN desired.	4
59	4.6.3	SSN (Search)	Provide the user the ability to conduct a search using the SSN.	3
60	4.6.4	Supervisor Assignment	Provide the ability to use Supervisor Assignment as a search criteria.	3
61	4.6.4	Supervisor Assignment (Search Criteria)	Provide the ability to select a Supervisor Assignment as a search criteria value.	3
62	4.6.4	Supervisor Assignment (Search)	Provide the user the ability to conduct a search by using the Supervisor Assignment.	3
63	4.6.5	UIC (Search Criteria)	Provide the ability to use UIC as a search criteria.	3
64	4.6.5	UIC (Search)	Provide the ability to select a UIC as a search criteria value.	3
65	4.6.5	UIC (Conduct)	Provide the user the ability to conduct a search by using the UIC.	3
66	4.6.6	Employing Activity	Provide the ability to use Employing Activity as a search criteria.	3
67	4.6.6	Employing Activity (Search)	Provide the ability to select a Employing Activity as a search criteria value.	3
68	4.6.6	Employing Activity (Conduct)	Provide the user the ability to conduct a search by using the Employing Activity.	3

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Req.	Paragraph	Paragraph Title	Requirement	Priority
69	4.7.1.1	Time & Attendance (Default)	Provide the ability for the user to be unable to access any of the search windows and be taken directly to the Time & Attendance Data Screen.	4
70	4.7.1.1	Time and Attendance (Search)	Allows the user to search in the Time and Attendance window by Employee Name, SSN, Shop or Supervisor Assignment.	3
71	4.7.1.2	Time & Attendance (Data)	Provide the ability to enter, edit, display an employee's labor data.	1
72	4.7.1.3	Time & Attendance (JON)	Provide the ability to enter, edit, display an employee's standing Job Order Number (JON).	1
73	4.7.1.3	Time & Attendance (P Shop)	Provide the ability to enter, edit, display an employee's Performance Shop as a mandatory field.	1
74	4.7.1.3	Time & Attendance (S Shop)	Provide the ability to enter, edit, display an employee's Sub shop.	1
75	4.7.1.3	Hz Code	Provide the ability to enter, edit, display an employee's Environmental Hazard Code.	1
76	4.7.1.3	Hz Code (D*, B*, E*, F*)	Capability to use Environment Hazard Codes D*, B*, E* and F* when the type hour codes = CN, CT, KA, LA, LB, LG, LP, LQ, LR, LS, or LW.	3
77	4.7.1.3	Hz Code (Military)	Deny military the use of any environmental hazard codes.	3
78	4.7.1.3	Hz Code (M*, B*)	Deny type hour codes of M* or B* use of any environmental hazard code.	5
79	4.7.1.3	Hz Code (B*, D*)	Capability to allow SES and firefighters to use only B* or D* codes.	3
80	4.7.1.3	ND Code (Military)	Deny Military (employee type = M or B) the use of Night Differential Code.	3
81	4.7.1.3	ND Code (SES)	Deny Firefighters and SES (employee type = B or F) the use of Night Differential Code.	3
82	4.7.1.3	ND Code (Ungraded)	Deny Ungraded (Graded/Ungraded code = U) the use of Night Differential Code.	3
83	4.7.1.3	ND Code (Type Codes)	Capability for Night Differential Code to not be used with type hour codes = CC, CD, CE, CR, OA, OC, OU, OX or *K.	3
84	4.7.1.3	ND Code (Hz Code)	Allows the user to use Environmental Hazard Codes for use with Night Differential codes: EC, EH, ES, EV, EG, EQ, ET, EW, E1-6, FC, FE, FG, FQ, FR, FU, F5, F6.	3

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Req.	Paragraph	Paragraph Title	Requirement	Priority
85	4.7.1.3	TYHR	Provide the ability to enter, edit, display an employee's TYHR (Type Hour Code) as a mandatory	1
86	4.7.1.3	TYHR (Intermittent)	Deny Intermittent employees the use of ON, OS or OU Type Hour Codes.	3
87	4.7.1.3	TYHR (Firefighter)	Deny Firefighters (Employee type = F) the use of OS (Overtime scheduled) Type Hour Code.	3
88	4.7.1.3	TYHR (Graded)	Deny Graded Type Hour Codes HG, RG, or SG to be used for ungraded employees.	3
89	4.7.1.3	TYHR (Ungraded)	Deny Ungraded Type Hour Codes HF, HS, HT, RF, RS, RT, SF, SS, or ST to be used for graded employees.	3
90	4.7.1.3	TYHR (Sunday)	Capability to use Sunday Type Hour Codes (S*) only when hours on Saturday, Sunday, or Monday.	3
91	4.7.1.3	TYHR (Alternate)	Deny Alternate Work Schedule Codes 0, 6, 7, and 8 with the use of Type Hour Codes CD or CN.	3
92	4.7.1.3	TYHR (Injury Date)	Ensure Injury Date becomes a mandatory field when Type Hour Code = LT or LU.	3
93	4.7.1.3	TYHR (LU)	Capability to establish an injury date using Type Hour Code LU.	3
94	4.7.1.3	TYHR (Environmental)	Deny Environmental Hazard Code B*, E*, or F* when used with Type Hour Codes K*, L* (Except LT, LN, and LU), CA, CN, CT, OA, or ON.	3
95	4.7.1.3	TYHR (Hz)	Capability to use Environmental Hazard Code D* with Type Hour Codes CN, CT, KA, LA, LB, LG, LO, LP, LQ, LR, LS, and LW.	3
96	4.7.1.3	Weekday Fields	Capability to enter valid work scheduled hours in the following fields: Sun, Mon, Tue, Wed, Thu, Fri, and Sat.	1
97	4.7.1.3	Weekday (24 Hours)	Allows the user not to exceed 24 hours in any one day.	3
98	4.7.1.3	Weekday (Non Negative)	Allows the user not to enter non negative hours on any one day.	3
99	4.7.1.3	Weekday (Leave)	Allows the user not to enter regular or leave hours on a scheduled day off.	3
100	4.7.1.3	Weekday (Schedule)	Hours must total 40 or 80 hours (depending on schedule) for AWS 3, 4, 5, 7, D, or E.	3
101	4.7.1.3	Total	Provide the ability to view total hours by Type Hour Code.	4

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Req.	Paragraph	Paragraph Title	Requirement	Priority
102	4.7.1.3	Overtime	Provide the ability to view total overtime and comp hours earned for type hour codes CC, CD, CE, CR, HC, HF, HG, HS, HT, OA, OC, OS, OU and OX.	4
103	4.7.1.3	Leave	Provide the ability to view total leave hours for type hour codes CA, CN, CT, LA, LB, LC, LF, LG, LH, LI, LJ, LK, LL, LN, LP, LQ, LR, LS, LT, LU, LV, LW, LX and LY.	4
104	4.7.1.3	Regular	Provide the ability to view total regular hours for type hour codes RF, RG, RS, RT, RX, SF, SG, SS and ST.	4
105	4.7.1.3	Daily Totals	Provide the ability to view total hours per day.	4
106	4.7.1.3	Grand Total	Provide the ability to view total hours for the week.	4
107	4.7.1.2	Clocks	Allows the user to view the clock in/ out times for the first week of the pay period.	2
108	4.7.1.2	Clocks (Week)	Allows the user to view the clock in/ out times for the second week of the pay period.	2
109	4.7.1.2	Work Schedule	Allow the user to view a selected employee's work schedule.	3
110	4.7.1.4	Clocks (Input)	Allows the user to input clock in/out times for week one and week two.	2
111	4.7.1.4	Clocks (Delete)	Allows the user to delete a time from the clock screens for week one and week two.	2
112	4.8.1	Correct & Certify	Provide the user the ability to modify the time and attendance data prior to certification.	3
113	4.8.1	Correct & Certify (Decline)	Provide the user the ability to decline the Certification Statement and return to the Labor Menu.	3
114	4.8.1	Correct & Certify (Accept)	Allow the user to enter the Correct and Certify Data Screen by accepting the Certification Statement.	1
115	4.8.1	Correct & Certify (Labor)	Allow the user to specify the individual or group to be certified in labor.	3
116	4.8.1.1	Correct & Certify (Search)	Allow the user to search for the individual by Employee Name, SSN, Shop or Supervisor Assignment.	3
117	4.8.1.1	Correct & Certify (Week)	Allow the user to only certify a week ending date for the current pay period.	4
118	4.8.1.2	Correct & Certify (View)	Allow the user to view a selected employee's labor data.	1

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Req.	Paragraph	Paragraph Title	Requirement	Priority
119	4.8.1.2	Correct & Certify (Correct)	Allow the user to make any corrections to the individuals hours and in/out times.	3
120	4.8.1.2	Correct & Certify (U)	Capability to rename the certify buttons to "UNCERT".	4
121	4.8.1.3	Certify Only	Allow the user to certify the labor of an individual.	1
122	4.8.1.3	Certify (Deny)	Provide the user the ability to decline the Certification Statement and return to the Labor Menu.	3
123	4.8.1.3	Certify (Accept)	Allow the user to enter the Certify Only Screen by accepting the Certification Statement.	3
124	4.8.1.4	Certify Only (Labor)	Allow the user to specify the individual to be certified in labor.	3
125	4.8.1.4	Certify Only (Search)	Allow the user to specify the individual by Employee Name, SSN, Shop or Supervisor Assignment.	3
126	4.8.1.4	Certify Only (Week)	Allow the user to certify a week ending date for the current pay period.	3
127	4.8.1.4	Certify Only (View)	Allow the user to view a selected employee's labor data.	3
128	4.9	Employee Maintenance (Payroll)	Provides the ability to access payroll from the employee menu.	1
129	4.9.1	Employee Maintenance	Provides the ability for the user to enter and maintain payroll data for employees by the payroll	1
130	4.9.1.1	Employee Maintenance (Name)	Allows the user to specify the individual by name to be reviewed or updated through the payroll search criteria.	3
131	4.9.1.1	Employee Maintenance (SSN)	Allows the user to specify the individual by SSN to be reviewed or updated through the payroll search criteria.	3
132	4.9.1.1	Employee Maintenance (Default)	Capability to default the user class as self if the user is identified in a search, the user then cannot access any of the search windows.	4
133	4.9.1.2	Civilian	Allows the user to maintain civilian employee data.	1
134	4.9.1.2	Civilian (Enter Information)	Allows the user to enter the following information in the Civilian Employee Data Maintenance Screen: Sub shop, Pay block, Army AMS Code, Stab Rate Category, Injury Dates.	1

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Req.	Paragraph	Paragraph Title	Requirement	Priority
135	4.9.1.2	Civilian (Select Information)	Allows the user to view and select from a pull down menu in the Civilian Employee Data Maintenance Screen: Shop, Work Schedule, Time and Labor Category, Supervisor Assignment, Badge Revision Number, Environmental Hazard, Status Code, Union Unit Code, Direct/Indirect Code, Saved Pay Indicator, Temporary Supervisor Assignment and Geographic Location.	1
136	4.9.1.2	Civilian (HR)	Provides the ability for the user to view the Civilian Employee's Human Resource Information in the Civilian Employee Data Maintenance Screen.	3
137	4.9.1.2	Civilian (Required)	Allows the user to input information into the required fields: Employee Name, Geographic Location, Ship, Full/Part Time, Work Schedule, Pay Plan, Supervisor Assignment, FLSA Indicator, Shift Assignment, Graded/Ungraded Indicator, Time & Labor Category, Pay Basis code, Employing	3
138	4.9.1.2	Civilian (Basic)	Allows the user to input the required fields basic hourly rate and assigned hourly rate if the pay basis code is per hour.	5
139	4.9.1.2	Civilian (Annual)	Allows the user to input the required field annual salary if the pay basis code is per annum.	5
140	4.9.1.2	Civilian (Predetermined)	Provides the ability to maintain a civilian employee's predetermined labor data.	3
141	4.9.1.2	Civilian (Labor Data)	Allows the user to access the Civilian Predetermined labor data.	3
142	4.9.1.2	Civilian (JON)	Provides the ability to enter up to 99 Job Order Numbers for a civilian employee.	3
143	4.9.1.2	Civilian (Add)	Allows the user to add a row and enter the Job Order Numbers for each civilian employee.	3
144	4.9.1.2	Civilian (Reference)	Capability to use the reference list for the civilian Job Order Numbers and display the Job Order Numbers on the labor screens.	4
145	4.9.1.2	Civilian (Hours Field)	Provides the ability to generate civilian hours according to the Hours field per day.	3
146	4.9.1.2	Civilian (Work Field)	Provides the ability to generate civilian hours according to the work schedule.	3
147	4.9.1.2	Civilian (MD)	Allows the user to delete a civilian Job Order Number record.	3
148	4.9.1.2	Civilian (Expiration)	Allows the user to enter the civilian Job Order Number expiration date.	3
149	4.9.1.2	Civilian (Labor Hours)	Allows the user to enter the civilian Job Order Number labor hours.	3

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Req.	Paragraph	Paragraph Title	Requirement	Priority
150	4.9.1.2	Civilian (Shop)	Allows the user to choose the civilian Job Order Number's benefiting shop.	3
151	4.9.1.2	Civilian (Codes)	Allows the user to enter the civilian Labor Class and Operation Codes.	3
152	4.9.1.2	Civilian (Leave)	Provides the ability to view data only from the Civilian Employee Leave Availability Data Maintenance Screen.	4
153	4.9.1.2	Civilian (MER)	Provides the ability to view data only from the Civilian Employee MER Data Screen.	4
154	4.9.1.2	Civilian (BiMER 1)	Provides the ability to view data only from the Civilian Employee BiMER (1) Data Screen.	4
155	4.9.1.2	Civilian (BiMER 2)	Provides the ability to view data only from the Civilian Employee BiMER (2) Data Screen.	4
156	4.9.1.3	Military	Allows the user to maintain military employee data.	3
157	4.9.1.3	Military (Enter Information)	Allows the user to enter the following information in the Military Employee Data Maintenance Screen: Pay Block, Army AMS code, Employee Type Code, Pay Plan, Sub Shop and Stab Rate	3
158	4.9.1.3	Military (Select Information)	Allows the user to view and select from a pull down menu in the Military Employee Data Maintenance Screen: Shop, Work Schedule, Time and Labor Category, Supervisor Assignment, Badge Revision Number, Union Unit Code, Direct/Indirect Code, Temporary Supervisor Assignment, Employee Activity, Full/Part Time Employee, Military Rank, Funded/Unfunded and daily hours.	3
159	4.9.1.3	Military (Predetermined)	Provides the ability to maintain a military employee's predetermined labor data.	3
160	4.9.1.3	Military (Labor Data)	Allows the user to access the Military Predetermined labor data.	3
161	4.9.1.3	Military (JON)	Provides the ability to enter up to 99 Job Order Numbers for a military employee.	3
162	4.9.1.3	Military (Add)	Allows the user to add a row and enter the Job Order Numbers for each military employee.	3
163	4.9.1.3	Military (Reference)	Capability to use the reference list for the military Job Order Numbers and display the Job Order Numbers on the labor screens.	4
164	4.9.1.3	Military (Hours Field)	Provides the ability to generate military hours according to the Hours field per day.	3
165	4.9.1.3	Military (Work Field)	Provides the ability to generate military hours according to the work schedule.	3

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Req.	Paragraph	Paragraph Title	Requirement	Priority
166	4.9.1.3	Military (MD)	Allows the user to delete a military Job Order Number record.	3
167	4.9.1.3	Military (Expiration)	Allows the user to enter the military Job Order Number expiration date.	3
168	4.9.1.3	Military (Labor Hours)	Allows the user to enter the military Job Order Number labor hours.	3
169	4.9.1.3	Military (Shop)	Allows the user to choose the military Job Order Number's benefiting shop.	3
170	4.9.1.3	Military (Codes)	Allows the user to enter the military Labor Class and Operation Codes.	3
171	4.9.1.4	Non-Employee	Allows the user to maintain Non-Employee data.	3
172	4.9.1.4	Non-Employee (Enter Information)	Allows the user to enter the following information in the Non-Employee Data Maintenance Screen: On Board Date, NTE Date, Host Company, Sub Shop and Local POC.	3
173	4.9.1.4	Non-Employee (Select Information)	Allows the user to view and select from a pull down menu in the Non-Employee Data Maintenance Screen: Shop, Work Schedule, Time and Labor Category, Supervisor Assignment, Temporary Supervisor Assignment and Employee Activity.	3
174	4.9.1.4	Non-Employee (Predetermined)	Provides the ability to maintain a Non-Employee's predetermined labor data.	3
175	4.9.1.4	Non-Employee (Labor Data)	Allows the user to access the Non-Employee Predetermined labor data.	3
176	4.9.1.4	Non-Employee (JON)	Provides the ability to enter up to 99 Job Order Numbers for a Non-Employee.	3
177	4.9.1.4	Non-Employee (Add)	Allows the user to add a row and enter the Job Order Numbers for each Non-Employee.	3
178	4.9.1.4	Non-Employee (Reference)	Capability to use the reference list for the Non-Employee Job Order Numbers and display the Job Order Numbers on the labor screens.	4
179	4.9.1.4	Non-Employee (Hours Field)	Provides the ability to generate Non-Employee hours according to the Hours field per day.	3
180	4.9.1.4	Non-Employee (Work Field)	Provides the ability to generate Non-Employee hours according to the work schedule.	3
181	4.9.1.4	Non-Employee (MD)	Allows the user to delete a Non-Employee Job Order Number record.	3

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Req.	Paragraph	Paragraph Title	Requirement	Priority
182	4.9.1.4	Non-Employee (Expiration)	Allows the user to enter the Non-Employee Job Order Number expiration date.	3
183	4.9.1.4	Non-Employee (Labor Hours)	Allows the user to enter the Non-Employee Job Order Number labor hours.	3
184	4.9.1.4	Non-Employee (Shop)	Allows the user to choose the Non-Employee Job Order Number's benefiting shop.	3
185	4.9.1.4	Non-Employee (Codes)	Allows the user to enter the Non-Employee Labor Class and Operation Codes.	3
186	4.9.2	Employee Maintenance (Field)	Provides the ability to access field from the employee menu.	3
187	4.9.2	Field Employee Maintenance	Provides the ability for the individual to enter and maintain certain payroll data for employees.	3
188	4.9.2.1	Field Employee Maintenance	Allows the user to specify the individual by name to be reviewed or updated through the field search criteria.	3
189	4.9.2.1	Field Employee Maintenance (SSN)	Allows the user to specify the individual by SSN to be reviewed or updated through the field search criteria.	3
190	4.9.2.1	Field Employee Maintenance	Capability to default the user class as self if the user is identified in a search, the user then cannot access any of the search windows.	4
191	4.9.2.2	Field Civilian	Allows the user to maintain civilian employee data.	3
192	4.9.2.2	Field Civilian (Query)	Provides the ability to access all data displayed for previous weeks by query only.	3
193	4.9.2.2	Field Civilian (Enter Information)	Allows the user to enter the following information in the Civilian Employee Data Maintenance Screen: Sub shop and Injury Dates.	3
194	4.9.2.2	Field Civilian (Select Information)	Allows the user to view and select from a pull down menu in the Civilian Employee Data Maintenance Screen: Shop, Work Schedule, Time and Labor Category, Supervisor Assignment and Environmental Hazard.	3
195	4.9.2.2	Field Civilian (HR)	Provides the ability for the user to view the Civilian Employee's Human Resource Information in the Civilian Employee Data Maintenance Screen.	5
196	4.9.2.2	Field Civilian (Required)	Allows the user to input information into the required fields: Work Schedule, Supervisor Assignment, Shift Assignment and Time & Labor Category.	3

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Req.	Paragraph	Paragraph Title	Requirement	Priority
197	4.9.2.2	Field Civilian (Basic)	Allows the user to input the required fields basic hourly rate and assigned hourly rate if the pay basis code is per hour.	5
198	4.9.2.2	Field Civilian (Annual)	Allows the user to input the required field annual salary if the pay basis code is per annum.	5
199	4.9.2.2	Field Civilian (Predetermined)	Provides the ability to maintain a civilian employee's predetermined labor data.	3
200	4.9.2.2	Field Civilian (Labor Data)	Allows the user to access the Civilian Predetermined labor data.	3
201	4.9.2.2	Field Civilian (JON)	Provides the ability to enter up to 99 Job Order Numbers for a civilian employee.	3
202	4.9.2.2	Field Civilian (Add)	Allows the user to add a row and enter the Job Order Numbers for each civilian employee.	3
203	4.9.2.2	Field Civilian (Reference)	Capability to use the reference list for the civilian Job Order Numbers and display the Job Order Numbers on the labor screens.	4
204	4.9.2.2	Field Civilian (Hours Field)	Provides the ability to generate civilian hours according to the Hours field per day.	3
205	4.9.2.2	Field Civilian (Work Field)	Provides the ability to generate civilian hours according to the work schedule.	3
206	4.9.2.2	Field Civilian (MD)	Allows the user to delete a civilian Job Order Number record.	3
207	4.9.2.2	Field Civilian (Expiration)	Allows the user to enter the civilian Job Order Number expiration date.	3
208	4.9.2.2	Field Civilian (Labor Hours)	Allows the user to enter the civilian Job Order Number labor hours.	3
209	4.9.2.2	Field Civilian (Shop)	Allows the user to choose the civilian Job Order Number's benefiting shop.	3
210	4.9.2.2	Field Civilian (Codes)	Allows the user to enter the civilian Labor Class and Operation Codes.	3
211	4.9.2.2	Field Civilian (Leave)	Provides the ability to view data only from the Civilian Employee Leave Availability Data Maintenance Screen.	4
212	4.9.2.2	Field Civilian (MER)	Provides the ability to view data only from the Civilian Employee MER Data Screen.	4
213	4.9.2.2	Field Civilian (BiMER 1)	Provides the ability to view data only from the Civilian Employee BiMER (1) Data Screen.	4

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214	4.9.2.2	Field Civilian (BiMER 2)	Provides the ability to view data only from the Civilian Employee BiMER (2) Data Screen.	4
215	4.9.2.3	Field Military	Allows the user to maintain military employee data.	3
216	4.9.2.3	Field Military (Query)	Provides the ability to access all data displayed for previous weeks by query only.	3
217	4.9.2.3	Field Military (Enter Information)	Allows the user to enter the following information in the Military Employee Data Maintenance Screen: Pay Block, Army AMS code, Employee Type Code, Pay Plan, Sub Shop and Stab Rate	3
218	4.9.2.3	Field Military (Select Information)	Allows the user to view and select from a pull down menu in the Military Employee Data Maintenance Screen: Shop, Work Schedule, Time and Labor Category, Supervisor Assignment, Badge Revision Number, Union Unit Code, Direct/Indirect Code, Temporary Supervisor Assignment, Employee Activity, Full/Part Time Employee, Military Rank and Funded/Unfunded.	3
219	4.9.2.3	Field Military (JON)	Provides the ability to enter up to 99 Job Order Numbers for a military employee.	3
220	4.9.2.3	Field Military (Add)	Allows the user to add a row and enter the Job Order Numbers for each military employee.	3
221	4.9.2.3	Field Military (Reference)	Capability to use the reference list for the military Job Order Numbers and display the Job Order Numbers on the labor screens.	4
222	4.9.2.3	Field Military (Hours Field)	Provides the ability to generate military hours according to the Hours field per day.	3
223	4.9.2.3	Field Military (Work Field)	Provides the ability to generate military hours according to the work schedule.	3
224	4.9.2.3	Field Military (Predetermined)	Provides the ability to maintain a military employee's predetermined labor data.	3
225	4.9.2.3	Field Military (Labor Data)	Allows the user to access the Military Predetermined labor data.	3
226	4.9.2.3	Field Military (MD)	Allows the user to delete a military Job Order Number record.	3
227	4.9.2.3	Field Military (Expiration)	Allows the user to enter the military Job Order Number expiration date.	3
228	4.9.2.3	Field Military (Labor Hours)	Allows the user to enter the military Job Order Number labor hours.	3
229	4.9.2.3	Field Military (Shop)	Allows the user to choose the military Job Order Number's benefiting shop.	3

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Req.	Paragraph	Paragraph Title	Requirement	Priority
230	4.9.2.3	Field Military (Codes)	Allows the user to enter the military Labor Class and Operation Codes.	3
231	4.9.2.4	Field Non-Employee	Allows the user to maintain Non-Employee data.	3
232	4.9.2.4	Field Non-Employee (Query)	Provides the ability to access all data displayed for previous weeks by query only.	3
233	4.9.2.4	Field Non-Employee (Enter Information)	Allows the user to enter the following information in the Non-Employee Data Maintenance Screen: On Board Date, NTE Date, Host Company, Sub Shop and Local POC.	3
234	4.9.2.4	Field Non-Employee (Select Information)	Allows the user to view and select from a pull down menu in the Non-Employee Data Maintenance Screen: Shop, Work Schedule, Time and Labor Category, Supervisor Assignment, Temporary Supervisor Assignment and Employee Activity.	3
235	4.9.2.4	Field Non-Employee (JON)	Provides the ability to enter up to 99 Job Order Numbers for a Non-Employee.	3
236	4.9.2.4	Field Non-Employee (Add)	Allows the user to add a row and enter the Job Order Numbers for each Non-Employee.	3
237	4.9.2.4	Field Non-Employee (Reference)	Capability to use the reference list for the Non-Employee Job Order Numbers and display the Job Order Numbers on the labor screens.	4
238	4.9.2.4	Field Non-Employee (Hours Field)	Provides the ability to generate Non-Employee hours according to the Hours field per day.	3
239	4.9.2.4	Field Non-Employee (Work Field)	Provides the ability to generate Non-Employee hours according to the work schedule.	3
240	4.9.2.4	Field Non-Employee	Provides the ability to maintain a Non-Employee's predetermined labor data.	3
241	4.9.2.4	Field Non-Employee (Labor Data)	Allows the user to access the Non-Employee Predetermined labor data.	3
242	4.9.2.4	Field Non-Employee (MD)	Allows the user to delete a Non-Employee Job Order Number record.	3
243	4.9.2.4	Field Non-Employee (Expiration)	Allows the user to enter the Non-Employee Job Order Number expiration date.	3
244	4.9.2.4	Field Non-Employee (Labor Hours)	Allows the user to enter the Non-Employee Job Order Number labor hours.	3
245	4.9.2.4	Field Non-Employee (Shop)	Allows the user to choose the Non-Employee Job Order Number's benefiting shop.	3

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246	4.9.2.4	Field Non-Employee (Codes)	Allows the user to enter the Non-Employee Labor Class and Operation Codes.	3
247	4.10.1	Certified Report	Allows the user to view the Certification Listing for Certified Employee Report displaying the employee that were electronically certified.	4
248	4.10.1	Certified Report (Save)	Provides the ability to archive (save) the Certification Listing for Certified Employee Report for history purposes.	4
249	4.10.1	Certified Report (Print)	Provides the ability to print the Certification Listing for Certified Employee Report for history	4
250	4.10.2	Manual Report	Allows the user to view the Certification Listing For Manually Certified Employees Report displaying the employees that were not electronically certified.	4
251	4.10.2	Manual Report (Print)	Provides the ability to print the Certification Listing for Manually Certified Employee Report.	4
252	4.10.3	Incorrect Report	Allows the user to view the Incorrect Hours Report displaying employees with hours that do not match their scheduled hours.	4
253	4.10.3	Incorrect Report (Query)	Provides the ability to query the Incorrect Hours Report by Supervisor Assignment, Employee Name, SSN or Shop after all hours have been entered.	4
254	4.10.4	Missing Report	Allows the user to view the Missing Timecards Report displaying a list of employees for whom no labor records have been save or have been skipped.	4
255	4.10.5	Uncertified Report	Allows the user to view the Uncertified Employees Report displaying employee labor data for employees who have not been certified.	4
256	4.10.5.1	Suggested Report	Allows the user to view the Suggested Reports Schedule displaying all SLDCADA reports, suggested frequency of reporting and suggested personnel who should run the report.	5
257	4.10.5.1	Suggested Report (Frequency)	Provides the ability for the user to change the frequency in the Suggested Reports Schedule.	5
258	4.10.6	Help	Provides the user with various help information concerning SLDCADA.	4
259	4.10.7	User Information	Allows the user to view the information concerning the user logged into SLDCADA.	4
260	4.10.7	Current User Report	Provides the ability to close the Current User Information Screen.	4

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Req.	Paragraph	Paragraph Title	Requirement	Priority
261	4.10.8	Week Ending Information	Allows the user to view the current SLDCADA Week Ending Date.	4
262	4.10.8	Current Week Ending	Provides the ability to close the Current Week Ending Date Information Screen.	4
263	4.10.8	Exit	Provides the ability for the user to exit the SLDCADA and return to the Netscape browser.	4

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**APPENDIX D**  
**SOFTWARE TEST DESCRIPTIONS**

Joint Interoperability Test Command

Software Test Description

For the

NAVAL SEA SYSTEMS COMMAND (NAVSEA)

**STANDARD LABOR DATA COLLECTION AND DISTRIBUTION  
APPLICATION (SLDCADA)**

***STD 1-CIVILIAN***

**May 29, 2001**

**1. Details of Test Case: STD 1-Civilian**

**1.1 Title:** Standard Labor Data Collection and Distribution Application (SLDCADA)

**1.2 Description:** The Standard Labor Data Collection and Distribution Application (SLDCADA) is a Naval Sea System Command (NAVSEA) developed Time and Attendance System that has recently been chosen as the Department of Navy standard.

The SLDCADA is a timekeeping system that allows for centralized or distributed input, providing the capability to track civilian, military, as well as contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes.

**1.3 Assumptions and Constraints:** SLDCADA website has been successfully accessed.

STD 1- Civilian			
<b>Objective:</b> To assure that SLDCADA functionality's are successfully demonstrated and evaluated.			
<b>Requirements:</b> see attached listing			
Event #	Action	Expected Results	Requirements
1	Open Netscape and type in the URL address.	The New Site Certificate Notification Screen is displayed.	Launch (1)
2	Select Cancel.	The New Site Certificate Notification Screen closes.	
3	Open Netscape and type in the URL address.	The New Site Certificate Notification Screen is displayed.	New Site (2)
4	Select Next, then Cancel.	The New Site Certificate Presentation displays and closes back to the New Site Certificate Notification Screen.	
5	Select Next from the New Site Certificate Notification window.	The New Site Certificate Presentation displays.	
6	Select Back from the Presentation window.	The New Site Certificate Notification Screen is displayed.	
7	Select Next in the Notification window and then Next in the Presentation Window.	The New Site Certificate Acceptance Screen is displayed.	
8	Select Cancel.	The New Site Certificate Presentation Window is displayed.	
9	Select Next from the New Site Certificate Presentation Window.	The New Site Certificate Acceptance Screen is displayed.	
10	Select the Back from the Acceptance window.	The New Site Certificate Presentation window is displayed.	
11	Select Next from the Presentation window.	The New Site Certificate Acceptance window is displayed.	

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Requirements</b>
<b>12</b>	Select the Accept this certificate for this session radio button, then select Next.	The New Site Certificate Warning window is displayed.  Note: This allows the user to accept this certificate only for this session of SLDCADA.	New Site (Accept) (4)
<b>13</b>	Select Cancel in the New Site Certificate Warning window.	The New Site Certificate Acceptance window is displayed.	
<b>14</b>	Select Next from the New Site Certificate Acceptance window.	The New Site Certificate Warning window is displayed.	
<b>15</b>	Verify that the box next to the “Warn me before I send information to this site” is NOT checked.	The box is not checked.	New Site (Don’t Warn) (7)
<b>16</b>	Select Back from the Warning screen.	The New Site Certificate Acceptance window is displayed.	
<b>17</b>	Select Next from the Acceptance Window.	The New Site Certificate Warning window is displayed.	
<b>18</b>	Select the box that states “Warn me before I send information to this site,” then select Next.	The New Site Certificate Final window is displayed.	New Site (Warn) (6)
<b>19</b>	Select Cancel in the New Site Certificate Final window.	The New Site Certificate Warning window is displayed.	
<b>20</b>	Select Next from the Warning window.	The New Site Certificate Final window is displayed.	
<b>21</b>	Select Back from the Final Window.	The New Site Certificate Warning window is displayed.	
<b>22</b>	Select Next from the Warning window.	The New Site Certificate Final window is displayed.	
<b>23</b>	Select Finish.	The Security Information window is displayed.	
<b>24</b>	Verify that the box next to “Show this alert Next Time” is NOT selected.	The user will not be alerted when accessing a secure site.	Security (Not Displayed) (9)
<b>25</b>	Select View Certificate and then close it.	The Certificate is displayed and closed.	Security Alert (Certificate) (12)

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Requirements</b>
<b>26</b>	Select No from the Security Alert window.	The New Site Certificate Notification window is displayed.	Security Alert (10)
<b>27</b>	Repeat the above steps _____ to complete the New Site Certificate Process.	The Security Alert window is displayed.	
<b>28</b>	Select the box next to “Show this alert Next Time,” and select Continue.	The Security Alert Window displays.	Security (8)
<b>29</b>	Select Yes from the Security Alert window.	The SLDCADA Web Login window is displayed.	Security Alert (Proceed) (11)
<b>30</b>	Select Cancel.	The login screen disappears.	
<b>31</b>	Access The SLDCADA Web Login Screen.	The Web Login Screen appears.	
<b>32</b>	Select Cancel.	The Web Login Screen closes.	Cancel (14)
<b>33</b>	Access the SLDCADA Web Login Screen.	The Web Login Screen appears.	
<b>34</b>	Type the following: User ID: Password: (Wrong One) Then select Login.	The Login Error Message appears.	Invalid Login (15)
<b>35</b>	Type the following: User ID: Password: (Wrong One) Then select Login.	The Login Error Message appears a second time.	Login Error (16)
<b>36</b>	Select OK and type in the following: User ID: Password: (Correct One) Then select Login.	The Password Change Utility Screen appears.	User ID (13)
<b>37</b>	Select Cancel.	The Web Login Screen appears.	Cancel Password (19)
<b>38</b>	Select OK and type in the following: User ID: Password: (Correct One) Then select Login.	The Password Change Utility Screen appears.	

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Requirements</b>
<b>39</b>	Enter in the following: New Password: Confirm New Password: Then select Submit.	The Successful Password Change window appears.	Default Password (17) Successful Password (20)
<b>40</b>	Select the Close Window button.	The Select Employee Type window is displayed.	
<b>41</b>	Select the Key icon in the tool bar, then select Cancel.	The Password Change Utility screen opens and closes back to the Select Employee Type window.	Password (Tool Bar) (21)
<b>42</b>	Select Civilian and then select Submit.	A wait screen is displayed, then the SLDCADA System News Screen is displayed.  Note: A news and broadcast message appears on entry when using the SLDCADA web version.	Submit Password (18) Employee Type (22) System News Screen (23)
<b>43</b>	Select the ? icon from the SLDCADA Main Menu Tool Bar, then close the screen.	The Help menu is displayed and closed.  Note: Help topics are not currently implemented.	Help (35, 258) Tool Bar (27)
<b>44</b>	Select the SLDCADA icon from the SLDCADA Main Menu, then select close.	The About SLDCADA Screen appears and closes.	About SLDCADA (24)
<b>45</b>	Select the Current User icon from the SLDCADA Main Menu, then select close.	The Current screen is displayed showing the current user logged into SLDCADA, then the screen closes.	Current User (33) User Information (259) Current User Report (260)
<b>46</b>	Select the Current Week icon format the SLDCADA Main Menu, then select close.	The Current Week Ending Date Information screen appears showing the weekend date, then the screen closes.	Current Week (34) Week Ending Information (261) Current Week Ending (262)
<b>47</b>	Verify that the SLDCADA Status Bar is displayed at the bottom of the screen.	The Status Bar is displayed on the screen.	Status Bar (26)
<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Requirements</b>

<b>48</b>	Select the SLDCADA Main Menu bar, then select Labor>Time and Attendance, then select the Hour Glass icon.	The Search Window appears.  Note: If the user is identified in the default user class as self, the user cannot access any of the search windows. The user will be taken directly to the Time and Attendance Data Screen where he can only view his own information.	Menu Bar (25) Time and Attendance (Default) (69)
<b>49</b>	Select the Cancel button.	The SLDCADA System News Screen appears.	Employee Name (Cancel) (52)
<b>50</b>	Select the SLDCADA Main Menu bar, then select Labor>Time and Attendance.	The SLDCADA Time and Attendance Data Screen appears.	
<b>51</b>	Select the Hour Glass icon.	The Search Screen appears.  Note: Searches can be performed using the Employee Name, SSN, Shop or Supervisor Assignment.	Time and Attendance (Search) (70)
<b>52</b>	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	
<b>53</b>	Verify that the Shop is highlighted in the Search Criteria box, then enter the shop (ALL) into the Search Criteria Value box, then select Search.	All shop labor hours are displayed in the Time and Attendance Data Screen.  Note: A shop will default to the only shop available if it is the only one assigned.	Shop (Search Criteria, Default, Search) (53, 54, 55, 56)
<b>54</b>	Select the Hour Glass Icon.	The Search Screen appears.	
<b>55</b>	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	
<b>56</b>	Verify that the SSN is highlighted in the Search Criteria box, select the employee's SSN (000-00-0000) from the Search Criteria Value pull down menu, then select Search.	The employees, with that SSN, labor hours are displayed in the Time and Attendance Data Screen.	SSN (Search Criteria, Search ) (57, 58, 59)
<b>57</b>	Select the Hour Glass Icon.	The Search Screen appears.	
<b>58</b>	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	



<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Requirements</b>
<b>59</b>	Verify that the Supervisor Assignment is highlighted in the Search Criteria box, enter All in the Search Criteria Value box, then select Search.	All employees, with that supervisor assignment, labor hours are displayed in the Time and Attendance Data Screen.	Supervisor Assignment (Search Criteria, Search) (60, 61, 62)
<b>60</b>	Select the Hour Glass Icon.	The Search Screen appears.	
<b>61</b>	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	Employee Name (Date) (49)
<b>62</b>	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (John Smith) into the Search Criteria Value box, then select Search.	John Smith's labor hours are displayed in the Time and Attendance Data Screen.	Employee Name (Search Criteria, Search) (48, 50, 51)
<b>63</b>	Change the hours for John Smith to 10 hours on Wednesday of Week 1 and 8 hours on Thursday of Week 2, then save the changes.	The data is changed and saved.  Note: Save performs an actual DB update.	Saved (28)
<b>64</b>	Enter in Clocks Week 1 screen: Sunday: 08:00-15:00 Wednesday: 09:00- 18:00	The hours are displayed.  Note: This is where the employee will be able to enter in their hours for the days they work.	Clocks (107)
<b>65</b>	Enter in Clocks Week 2 Screen: Thursday: 09:00-16:00 Friday: 07:00-12:00 Then highlight the Friday times and select Delete.	The hours are displayed with the exception of the deleted hours.	Clocks (Week, Input, Delete) (108, 110, 111)
<b>66</b>	Select the Work Schedule Icon.	The employees Time and Attendance Work Schedule Screen is displayed.	Work Schedule (109)
<b>67</b>	Select Close.	The Work Schedule screen is closed.	
<b>68</b>	Enter the following into the appropriate fields in the Time and Attendance Data Screen for John Smith: JON: S Shop:	The data is entered in the appropriate fields.  Note: These are all optional field.	Time and Attendance (Data, JON, S Shop) (71, 72, 74)

Event #	Action	Expected Results	Requirements
69	Enter the wrong P Shop in the P Shop field. Then select Save.	An error message is displayed stating which field was in error.  Note: This is a MANDATORY field.	Incorrect Data (36) Time and Attendance (P Shop) (73)
70	Select OK on the error message.	The Time and Attendance Data Screen appears.	
71	Enter the correct P Shop in the P Shop field.	The P Shop is entered in the appropriate field.	
72	Enter in the following: Hazard Code: B* ND: spaces TYHR: CN Then click on the Save icon.	An error message will be displayed indicating that Environmental Hazard B* cannot be used with type hour code CN.	Hz Code (75) Hz Code (D*, B*, E*, K*) (76)
73	Enter in the following: Hazard Code: E* ND: ND TYHR: OA Then click on the Save icon.	The following error messages will be displayed: Environmental Hazard Code E* and the Night Differential Code cannot be used with type hour code OA.	Update (42) TYHR (Environmental) (94)
74	Enter in the following: Hazard Code: B* ND: spaces TYHR: LW Then click on the Save icon.	The following error message will be displayed: Environmental Hazard Code B* cannot be used with type hour code LW.	Update (Error) (44) TYHR
75	Enter in the following: Hazard Code: K* ND: spaces TYHR: CT Then click on the Save icon.	The following error message will be displayed: Environmental Hazard Code K* cannot be used with type hour code CT.	Update (Edit) (45)
76	Enter in the following: Hazard Code: K* ND: spaces TYHR: KA Then click on the Save icon.	The following error message will be displayed: Environmental Hazard Code K* cannot be used with type hour code KA.	

Event #	Action	Expected Results	Requirements
77	Enter in the following: Hazard Code: K* ND: spaces TYHR: LA Then click on the Save icon.	The following error message will be displayed: Environmental Hazard Code K* cannot be used with type hour code LA.	
78	Enter in the following: Hazard Code: D* ND: spaces TYHR: CN Then click on the Save icon.	The data is accepted.  Note: The record number will turn green since this was a successful update.	Update (Success) (43) TYHR (Hz) (95)
79	Enter in the following: Hazard Code: D* ND: spaces TYHR: CT Then click on the Save icon.	The data is changed and accepted.	TYHR (85)
80	Enter in the following: Hazard Code: EC ND: ND TYHR: LW Then click on the Save icon.	The data is changed and accepted.	ND Code (Hz (Code) (84)
81	Enter in the following: Hazard Code: D* ND: spaces TYHR: M* Then click on the Save icon.	An error message is displayed stating that M* cannot be used with any environmental hazard codes.	Hz Code (M*, B*) (78)
82	Enter in the following: Hazard Code: D* ND: spaces TYHR: LB Then click on the Save icon.	The data is changed and accepted.	

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Requirements</b>
<b>83</b>	Enter in the following: Hazard Code: D* ND: spaces TYHR: LG Then click on the Save icon.	The data is changed and accepted.	
<b>84</b>	Enter in the following: Hazard Code: D* ND: spaces TYHR: LP Then click on the Save icon.	The data is changed and accepted.	
<b>85</b>	Enter in the following: Hazard Code: D* ND: spaces TYHR: LO Then click on the Save icon.	The data is changed and accepted.	
<b>86</b>	Enter in the following: Hazard Code: D* ND: spaces TYHR: OA Then click on the Save icon.	The following error message will be displayed: Environmental Hazard Code D* cannot be used with type hour code OA.	
<b>87</b>	Enter in the following: Hazard Code: spaces ND: ND TYHR: CC Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code CC.	ND Code (Type Codes) (83)
<b>88</b>	Enter in the following: Hazard Code: spaces ND: ND TYHR: CE Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code CE.	

Event #	Action	Expected Results	Requirements
89	Enter in the following: Hazard Code: spaces ND: ND TYHR: CR Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code CR.	
90	Enter in the following: Hazard Code: spaces ND: ND TYHR: OU Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code OU.	
91	Enter in the following: Hazard Code: spaces ND: ND TYHR: OC Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code OC.	
92	Enter in the following: Hazard Code: spaces ND: ND TYHR: OU Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code OU.	
93	Enter in the following: Hazard Code: spaces ND: ND TYHR: OX Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code OX.	
94	Enter in the following: Hazard Code: spaces ND: ND <b><u>TYHR: *K</u></b> Then click on the Save icon.	The following error message will be displayed: Night Differential Code cannot be used with type hour code *K.	

Event #	Action	Expected Results	Requirements
95	Enter in the following: TYHR: S* Then click on the Save icon.	The following error message will be displayed: Must have hours on Saturday, Sunday or Monday.	
	<i>Need to be a Graded employee.</i>		
96	Enter in the following: TYHR: HF Then click on the Save icon.	<i>The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.</i>	TYHR (Graded) (88)
97	Enter in the following: TYHR: HS Then click on the Save icon.	<i>The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.</i>	
98	Enter in the following: TYHR: HT Then click on the Save icon.	<i>The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.</i>	
99	Enter in the following: TYHR: RF Then click on the Save icon.	<i>The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.</i>	
100	Enter in the following: TYHR: RT Then click on the Save icon.	<i>The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.</i>	
101	Enter in the following: TYHR: RS Then click on the Save icon.	<i>The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.</i>	
102	Enter in the following: TYHR: SF Then click on the Save icon.	<i>The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.</i>	
103	Enter in the following: TYHR: SS Then click on the Save icon.	<i>The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.</i>	

Event #	Action	Expected Results	Requirements
104	Enter in the following: TYHR: ST Then click on the Save icon.	The following error message will be displayed: Ungraded type hour codes cannot be used for graded employees.	
	Need to be an Intermittent employee.		
105	Enter in the following: TYHR: OS Then click on the Save icon.	The following error message will be displayed: Intermittent employees cannot use ON, OS, or OU type hour codes.	TYHR (Intermittent) (86)
106	Enter in the following: TYHR: ON Then click on the Save icon.	The following error message will be displayed: Intermittent employees cannot use ON, OS, or OU type hour codes.	
107	Enter in the following: TYHR: OU Then click on the Save icon.	The following error message will be displayed: Intermittent employees cannot use ON, OS, or OU type hour codes.	
108	Change the hours for John Smith to 10 hours on Saturday of Week 1. Then click on the Save icon.	The data is changed and saved.	
109	Enter in Clocks Week 1 screen: Saturday: 08:00-18:00 Then click on the Save icon.	The hours are displayed.	
110	Return to the Time and Attendance window.	The Time and Attendance Data window is displayed.	
111	Enter 25 hours for Wednesday. Then click on the Save icon.	An error message is displayed stating that the hours cannot exceed 24 hours.	Weekday (24 Hours) (97)
112	Enter in -10 hours for Thursday. Then click on the Save icon.	An error message is displayed stating that the hours cannot be non-negative.	Weekday (Non Negative) (98)
113	Enter 8 hours on a leave day (Saturday). Then click on the save icon.	An error message appears stating that the user cannot enter hours on a scheduled day off.	Weekday (Leave) (99)
114	Enter 5 hours for everyday of the week. Then click on the save icon.	An error message is displayed stating that the hours must total 40 or 80 for the week.	Weekday (Schedule) (100)

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Requirements</b>
115	Enter 8 hours for Wednesday. Then click on the Save icon.	The data is accepted.	Weekday Fields (96)
116	Select the Work Schedule Icon.	The employee Time and Attendance Work Schedule Screen is displayed.	
117	Enter in the following: TYHR: S* Then click on the Save icon.	The data is saved.	TYHR (Sunday) (90)
<b>118</b>	Verify that the Overtime, Leave, Regular, Daily Total and the Grand Total of Hours can all be viewed in the Time and Attendance Data Window.	The hours will be displayed.	Total (101) Overtime (102) Leave (103) Regular (104) Daily Totals (105) Grand Total (106)
<b>119</b>	Select Certification>Correct and Certify from the SLDCADA Main Menu.	The Certification Statement Screen is displayed.	
<b>120</b>	Select Decline.	The SLDCADA Main Menu opens back up.	Correct & Certify (Decline) (113)
<b>121</b>	Select Certification>Correct and Certify from the SLDCADA Main Menu, then select Accept.	The certification select criteria are displayed.	Correct & Certify (Accept) (112, 114)
<b>122</b>	Select the Hour Glass Icon.	The Search Screen appears.	Correct & Certify (Search) (116)
<b>123</b>	Select a week ending date prior to or after the current pay period.	A statement appears stating that you cannot select a week ending date that is not in the current pay period.	Correct & Certify (Week) (117)
<b>124</b>	Select a week ending date in the current pay period.	The week ending date appears in the dialog box.	



Event #	Action	Expected Results	Requirements
125	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (John Smith) into the Search Criteria Value box, then select Search.	John Smith's labor hours are displayed in the Correct and Certify Data Screen.  Note: Verify that a search can be performed by SSN, Supervisor Assignment and Shop.	Correct & Certify (Labor) (115)
126	Change Monday's hours to 10 hours in the Correct and Certify Data Screen.	The time is changed.	Correct & Certify (View, Correct) (118, 119)
127	<i>Select the Clocks Week 1 tab from the Correct and Certify Data Screen, then return to the Correct and Certify Data Screen.</i>	The Correct and Certify Data Screen is displayed.	
128	<i>Select the Certify/Uncertify Week 1 icon to certify week 1.</i>	The certify buttons will be renamed "U."  Note: The fields can no longer be updated unless the data is uncertified.	Week 1 (30) Correct & Certify (U) (120)
129	Select the U button.	The data is uncertified.	
130	Change Tuesday's hours to 7 hours in the Correct and Certify Data Screen.	The time is changed.	
131	<i>Select the Clocks Week 2 tab from the Correct and Certify Data Screen, then return to the Correct and Certify Data Screen.</i>	The Correct and Certify Data Screen is displayed.	
132	<i>Select the Certify/Uncertify Week 2 icon to certify week 2.</i>	The certify buttons will be renamed "U."  Note: The fields can no longer be updated unless the data is uncertified.	Week 2 (31)
133	Select the U button.	The data is uncertified.	

Event #	Action	Expected Results	Requirements
134	Select the Work Schedule icon.	The Work Schedule is displayed.  Note: The Last Record icon is NOT enabled for this screen.	
135	Select Close.	The Work Schedule screen is closed.	
136	Select the Certify Week 1 and 2 Icon.	Both weeks are certified.	Week 1 and 2 (32)
137	Select Certification>Certify Only from the SLDCADA Main Menu.	The Certification Statement Screen is displayed.  Note: Data cannot be updated in this screen.	
138	Select Decline.	The SLDCADA Main Menu opens back up.	Certify (Deny) (122)
139	Select Certification>Certify Only from the SLDCADA Main Menu, then select Accept.	The certification select criteria are displayed.	Certify (Accept) (123)
140	Select the Hour Glass Icon.	The Search Screen appears.	Certify Only (Search) (125)
141	Select a week ending date in the current pay period.	The week ending date appears in the dialog box.	
142	Select a week ending date prior to or after the current pay period.	A statement appears stating that you cannot select a week ending date that is not in the current pay period.	Certify Only (Week) (126)
143	Verify that the SSN is highlighted in the Search Criteria box, select the employee's SSN (000-00-0000) from the Search Criteria Value pull down menu, then select Search.	The employees, with that SSN, labor hours are displayed in the Certify Only Data Screen.  Note: Verify that searches can be performed on Employee Name, Supervisor Assignment and Shop.	Certify Only (Labor, View) (124, 127)
144	<i>Select the Clocks Week 1 tab from the Certify Only Data Screen, then return to the Certify Only Data Screen.</i>	The Certify Only Data Screen is displayed.	
145	<i>Select the Certify/Uncertify Week 1 icon to certify week 1.</i>	The certify buttons will be renamed "U."	Certify Only (121)

Event #	Action	Expected Results	Requirements
146	Select the U button.	The data is uncertified.	
147	<i>Select the Clocks Week 2 tab from the Certify Only Data Screen, then return to the Certify Only Data Screen.</i>	The Certify Only Data Screen is displayed.	
148	<i>Select the Certify/Uncertify Week 2 icon to certify week 1.</i>	The certify buttons will be renamed “U.”	
149	Select the U button.	The data is uncertified.	
150	Select the Work Schedule icon.	The Work Schedule is displayed.	
151	Select Close.	The Work Schedule screen is closed.	
152	Select the Certify Week 1 and 2 Icon.	Both weeks are certified.	
153	Select Employee>Payroll from the SLDCADA Main Menu.	<p>The Employee Search Screen is displayed.</p> <p>Note: Only Employee Name and SSN are available for the search criteria.</p> <p>Note: If the user menu class is Self, no search windows can be accessed. The user is taken directly to the Civilian Employee Data Maintenance Screen.</p>	Employee Maintenance (Payroll, Name, SSN, Default) (128, 129, 130, 131, 132)
154	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	
155	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee’s name (John Smith) into the Search Criteria Value box, then select Search.	John Smith’s information is displayed in the Civilian Employee Payroll Data Maintenance Screen.	

Event #	Action	Expected Results	Requirements
<b>156</b>	Verify that the Civilian Tab is selected, then select the following: Shop: 9H Fire/Rescue Work Schedule: F4 Time & Labor: 4 Supv. Assignment: 9K2A1 Badge Revision Number: 0 Environmental Hazard: Status Code: Union Unit Code: Union Direct/Indirect Code: Direct Saved Pay Indicator: 1 Temp Supv. Assignment: Geographic Location: 512690199 Shifts: Week 1 Monday: 2 Week 1 Thursday: 8 Week 2 Tuesday: 7 Week 2 Friday: 9	The information appears on the screen.  Note: The following are required fields: Employee Name, Shop, Work Schedule, Supervisor Assignment, Shift Assignment and Time and Labor Category.	Civilian (Select Information, Required) (133, 135, 137)
<b>157</b>	Enter in the following information: Sub Shop: Pay Block: 701 Army AMS Code: Stab Rate Category: Injury Date First: 28 March 2001	The information appears on the screen.	Civilian (Enter Information) (134)

Event #	Action	Expected Results	Requirements
158	Verify that the following employee leave and HR information is displayed: Employing Activity: 068636 Full/Part Time: F Employee Type Code: R Pay Plan: GS FLSA Indicator: E Graded Ungraded Indicator: G Pay Basis Code: PA Basic Hourly Rate: 29.87 Assigned Hourly Rate: 29.87 Annual Salary: 62337 COLA Rate: WG 10/2 Hourly Rate:	The information is on the screen.  Note: The following are required fields: Employing Activity, Geographic Location, Full/Part Time, Pay Plan, FLSA Indicator, Pay Plan, FLSA Indicator, Graded/Ungraded Indicator and Pay Basis Code.  If Pay Basis Code is “Per Hour” these fields are mandatory: Basic Hourly Rate, and Assigned Hourly Rate.  If Pay Basis Code is “Per Annum” this field is mandatory: Annual Salary.	Civilian (HR, Basic, Annual) (136, 138, 139)
159	Select the Civilian Predetermined tab in the Civilian Employee Payroll Data Maintenance Screen.	The Civilian Employee Predetermined Payroll Data Maintenance screen appears.	Civilian (Predetermined, Labor Data) (140, 141)
160	Enter the following into the Civilian Employee Predetermined Payroll Data Maintenance screen: JON: Expiration Date: Hours: Labor Class Codes: Operation Codes: Select the Benefiting Shop:	The information appears on the screen.  Note: The batch process generates hours according to the hours field per day.	Civilian (Hours Field, JON, Expiration, Labor Hours, Shop, Codes) (145, 142, 148, 149, 150, 151)
161	Select the Add icon on the tool bar.	A new row is added and loaded with any default values.	
162	Select the Reference icon, then choose the JON.	The JON appears in the appropriate field.	
163	Choose a Per Annum Pay Basis Code, however, do not input an Annual Salary, then select Save.	An error is displayed indicating that the Annual Salary field must be filled in.	Add (Error) (40)

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Requirements</b>
<b>164</b>	Select OK on the error message, then select the Add icon again.	A new row is added and loaded with any default values.	Add (Edit) (41)
<b>165</b>	Select the Reference icon, then choose the JON.	The JON appears in the appropriate field.	
<b>166</b>	Choose a Per Annum Pay Basis Code and enter \$45,000 in the Annual Salary field, then select Save.	A dialog box is displayed stating that the Add process was successful.	
<b>167</b>	Select the box labeled MD next to the just added row.	A check appears in the MD box.	
<b>168</b>	Select the save button and confirm the delete.	The record is deleted.  Note: The record could just be deactivated if the record being deleted is in a code table used for validation.	Delete (MD) (46) Civilian (MD) (147)
<b>169</b>	Select the Add icon on the tool bar.	A new row is added and loaded with any default values.	Add (29) Civilian (Add) (143)
<b>170</b>	Select the Reference icon, then choose the JON.	The JON appears in the appropriate field.	Civilian (Reference) (144)
<b>171</b>	Enter the following into the Civilian Employee Predetermined Payroll Data Maintenance screen: Expiration Date: Labor Class Codes: Operation Codes: Select the Benefiting Shop:	The information appears on the screen.  Note: The batch process generates hours according to the work schedule.	Civilian (Work Field) (146)
<b>172</b>	Select the Save button.	The record is added. A check mark will appear beside the record.  Note: Save does not have to be selected after each new row is added, only after all of the rows have been added.	Add (Execute, Success) (38, 39)
<b>173</b>	Select the Reference List Icon from the Tool bar.	A reference list is displayed listing each JON entered, Shop, Environmental Hazard, Type Hour code, Injury Date and Operation code.	Reference List (37)
<b>174</b>	Close the Reference List.	The Reference List is closed.	

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Requirements</b>
<b>175</b>	Select the Leave Availability Tab.	The Leave Availability for the employee is displayed.  Note: This screen can only be viewed.	Civilian (Leave) (152)
<b>176</b>	Select the MER tab.	The Civilian Employee MER Data screen is displayed.  Note: This screen can only be viewed.	Civilian (MER) (153)
<b>177</b>	Select the BiMER (1) tab.	The Civilian Employee BiMER (1) Data screen is displayed.  Note: This screen can only be viewed.	Civilian (BiMER 1) (154)
<b>178</b>	Select the BiMER (2) tab.	The Civilian Employee BiMER (2) Data screen is displayed.  Note: This screen can only be viewed.	Civilian (BiMER 2) (155)
<b>179</b>	Select Employee>Field from the SLDCADA Main Menu.	The Employee Search Screen is displayed.  Note: Only Employee Name and SSN are available for the search criteria.  Note: If the user menu class is Self, no search windows can be accessed. The user is taken directly to the Civilian Employee Data Maintenance Screen.	Field Employee Maintenance (Field, SSN, Default) (186, 187, 189, 190)
<b>180</b>	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	
<b>181</b>	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (John Smith) into the Search Criteria Value box, then select Search.	John Smith's information is displayed in the Civilian Employee Payroll Data Maintenance Screen.	Field Employee Maintenance (Name) (188)

Event #	Action	Expected Results	Requirements
<b>182</b>	Verify that the Civilian Tab is selected, then select the following: Shop: 9H Fire/Rescue Work Schedule: F4 Time & Labor: 4 Supv. Assignment: 9K2A1 Badge Revision Number: 0 Environmental Hazard: Status Code: Union Unit Code: Union Direct/Indirect Code: Direct Saved Pay Indicator: 1 Temp Supv. Assignment: Geographic Location: 512690199 Shifts: Week 1 Monday: 2 Week 1 Thursday: 8 Week 2 Tuesday: 7 Week 2 Friday: 9	The information appears on the screen.  Note: The following are required fields: Employee Name, Shop, Work Schedule, Supervisor Assignment, Shift Assignment and Time and Labor Category.	Field Civilian (Select Information, Required) (191, 194, 196)
<b>183</b>	Enter in the following information: Sub Shop: Pay Block: 701 Army AMS Code: Stab Rate Category: Injury Date First: 28 March 2001	The information appears on the screen.  Note: Previous weeks displayed were accessed by query only.	Field Civilian (Query, Enter Information) (192, 193)



Event #	Action	Expected Results	Requirements
184	Verify that the following employee leave and HR information is displayed: Employing Activity: 068636 Full/Part Time: F Employee Type Code: R Pay Plan: GS FLSA Indicator: E Graded Ungraded Indicator: G Pay Basis Code: PA Basic Hourly Rate: 29.87 Assigned Hourly Rate: 29.87 Annual Salary: 62337 COLA Rate: WG 10/2 Hourly Rate:	The information is on the screen.  Note: The following are required fields: Employing Activity, Geographic Location, Full/Part Time, Pay Plan, FLSA Indicator, Pay Plan, FLSA Indicator, Graded/Ungraded Indicator and Pay Basis Code.  If Pay Basis Code is "Per Hour" these fields are mandatory: Basic Hourly Rate, and Assigned Hourly Rate.  If Pay Basis Code is "Per Annum" this field is mandatory: Annual Salary.	Field Civilian (HR, Basic, Annual) (195, 197, 198)
185	Select the Civilian Predetermined tab in the Civilian Employee Payroll Data Maintenance Screen.	The Civilian Employee Predetermined Payroll Data Maintenance screen appears.	Field Civilian (Predetermined) (199)
186	Enter the following into the Civilian Employee Predetermined Payroll Data Maintenance screen: JON: Expiration Date: Hours: Labor Class Codes: Operation Codes: Select the Benefiting Shop:	The information appears on the screen.  Note: The batch process generates hours according to the hours field per day or the work schedule.	Field Civilian (Labor Data, JON, Hours Field, Work Field, Expiration, Labor Hours, Shop, Codes) (200, 201, 203, 205, 207, 208, 209, 210)
187	Select the Add icon on the tool bar.	A new row is added and loaded with any default values.	Field Civilian (Add) (202)
188	Select the Reference icon, then choose the JON.	The JON appears in the appropriate field.	Field Civilian (Reference) (203)
189	Select the box labeled MD next to the just added row.	A check appears in the MD box.	Field Civilian (MD) (206)

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Requirements</b>
<b>190</b>	Select the save button and confirm the delete.	The record is deleted.  Note: The record could just be deactivated if the record being deleted is in a code table used for validation.	
<b>191</b>	Select the Leave Availability Tab.	The Leave Availability for the employee is displayed.  Note: This screen can only be viewed.	Field Civilian (Leave) (211)
<b>192</b>	Select the MER tab.	The Civilian Employee MER Data screen is displayed.  Note: This screen can only be viewed.	Field Civilian (MER) (212)
<b>193</b>	Select the BiMER (1) tab.	The Civilian Employee BiMER (1) Data screen is displayed.  Note: This screen can only be viewed.	Field Civilian (BiMER 1) (213)
<b>194</b>	Select the BiMER (2) tab.	The Civilian Employee BiMER (2) Data screen is displayed.  Note: This screen can only be viewed.	Field Civilian (BiMER 2) (214)
<b>195</b>	Select Reports>Cert List-Cert Emp Rpt.	The Certification Listing for Certified Employees Report is displayed.	Certified Report (247)
<b>196</b>	Select File>Save As, then name it Certified Employees.	The Report is archived for history purposes.	Certified Report (Save) (248)
<b>197</b>	Select File>Print.	The Report is printed.	Certified Report (Print) (249)
<b>198</b>	Select Reports>Cert List-UnCert Emp Rpt.	The Certification Listing for Manually Certified Employees Report is displayed.	Manual Report (250)
<b>199</b>	Select File>Print.	The Report is printed.	Manual Report (Print) (249)

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Requirements</b>
<b>200</b>	Select Reports>Incorrect Hours.	The Incorrect Hours Report appears displaying employees whose daily hours do not match their work schedule.  Note: This is a query report only. Queries can be done by Supervisor Assignment, Employee Name, SSN or Shop.	Incorrect Report (Query) (252, 253)
<b>201</b>	Select Reports>Missing Timecards.	The Missing Timecards report is displayed for all employees who have no labor records.	Missing Report (254)
<b>202</b>	Select Reports>Uncertified Employees.	The Uncertified Employees Report appears displaying all employees who have not been certified.	Uncertified Report (255)
<b>203</b>	Select Reports>Suggested Reports Schedule.	The Suggested Reports Schedule appears displaying all SLDCADA reports and the suggested frequency of reported and the suggested personnel who should run the report.	Suggested Report (256)
<b>204</b>	Change one of the Frequencies to Weekly in the Suggested Reports Screen.	The Frequency is changed.	Suggested Report (Frequency) (257)
<b>205</b>	Select the Exit SLDCADA from the SLDCADA Main Menu.	SLDCADA is exited and the user is returned to the Netscape browser.	Exit (263)

Joint Interoperability Test Command

Software Test Description

For the

NAVAL SEA SYSTEMS COMMAND (NAVSEA)

**STANDARD LABOR DATA COLLECTION AND DISTRIBUTION  
APPLICATION (SLDCADA)**

***STD 2-MILITARY***

**May 29, 2001**

**1. Details of Test Case: STD 2-Military**

**1.1 Title:** Standard Labor Data Collection and Distribution Application (SLDCADA)

**1.2 Description:** The Standard Labor Data Collection and Distribution Application (SLDCADA) is a Naval Sea System Command (NAVSEA) developed Time and Attendance System that has recently been chosen as the Department of Navy standard.

The SLDCADA is a timekeeping system that allows for centralized or distributed input, providing the capability to track military, military, as well as contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes.

**1.3 Assumptions and Constraints:** SLDCADA website has been successfully accessed and the New Site Certificate process must be completed again for this session.

STD 2-Military			
<b>Objective:</b> To assure that SLDCADA functionality's are successfully demonstrated and evaluated.			
<b>Requirements:</b> see attached listing			
Event #	Action	Expected Results	Requirements
1	Open Netscape and type in the URL address.	The New Site Certificate Notification Screen is displayed.	
2	Select Cancel.	The New Site Certificate Notification Screen closes.	
3	Open Netscape and type in the URL address.	The New Site Certificate Notification Screen is displayed.	
4	Select Next, then Cancel.	The New Site Certificate Presentation displays and closes back to the New Site Certificate Notification Screen.	
5	Select Next from the New Site Certificate Notification window.	The New Site Certificate Presentation displays.	
6	Select Back from the Presentation window.	The New Site Certificate Notification Screen is displayed.	
7	Select Next in the Notification window and then Next in the Presentation Window.	The New Site Certificate Acceptance Screen is displayed.	
8	Select Cancel.	The New Site Certificate Presentation Window is displayed.	
9	Select Next from the New Site Certificate Presentation Window.	The New Site Certificate Acceptance Screen is displayed.	
10	Select the Back from the Acceptance window.	The New Site Certificate Presentation window is displayed.	
11	Select Next from the Presentation window.	The New Site Certificate Acceptance window is displayed.	

Event #	Action	Expected Results	Requirements
12	Select the Accept this certificate forever (until it expires) radio button, then select Next.	The New Site Certificate Warning window is displayed.  Note: Completing the New Site Certificate process allows the user to bypass the process when accessing the SLDCADA web again.	New Site (Bypass) (3)
13	Select Cancel in the New Site Certificate Warning window.	The New Site Certificate Acceptance window is displayed.	
14	Select Next from the New Site Certificate Acceptance window.	The New Site Certificate Warning window is displayed.	
15	Verify that the box next to the “Warn me before I send information to this site” is NOT checked.	The box is not checked.	
16	Select Back from the Warning screen.	The New Site Certificate Acceptance window is displayed.	
17	Select Next from the Acceptance Window.	The New Site Certificate Warning window is displayed.	
18	Select the box that states “Warn me before I send information to this site,” then select Next.	The New Site Certificate Final window is displayed.	
19	Select Cancel in the New Site Certificate Final window.	The New Site Certificate Warning window is displayed.	
20	Select Next from the Warning window.	The New Site Certificate Final window is displayed.	
21	Select Back from the Final Window.	The New Site Certificate Warning window is displayed.	
22	Select Next from the Warning window.	The New Site Certificate Final window is displayed.	
23	Select Finish.	The Security Information window is displayed.	
24	Verify that the box next to “Show this alert Next Time” is NOT selected.	The user will not be alerted when accessing a secure site.	
25	Select View Certificate and then close it.	The Certificate is displayed and closed.	

Event #	Action	Expected Results	Requirements
26	Select No from the Security Alert window.	The New Site Certificate Notification window is displayed.	
27	Repeat the above steps _____ to complete the New Site Certificate Process.	The Security Alert window is displayed.	
28	Select the box next to “Show this alert Next Time,” and select Continue.	The Security Alert Window displays.	
29	Select Yes from the Security Alert window.	The SLDCADA Web Login window is displayed.	
30	Select Cancel.	The login screen disappears.	
31	Access The SLDCADA Web Login Screen.	The Web Login Screen appears.	
32	Select Cancel.	The Web Login Screen closes.	
33	Access the SLDCADA Web Login Screen.	The Web Login Screen appears.	
34	Type the following: User ID: Password: (Wrong One) Then select Login.	The Login Error Message appears.	
35	Type the following: User ID: Password: (Wrong One) Then select Login.	The Login Error Message appears a second time.	
36	Select OK and type in the following: User ID: Password: (Correct One) Then select Login.	The Password Change Utility Screen appears.	
37	Select Cancel.	The Web Login Screen appears.	
38	Select OK and type in the following: User ID: Password: (Correct One) Then select Login.	The Password Change Utility Screen appears.	



Event #	Action	Expected Results	Requirements
39	Enter in the following: New Password: Confirm New Password: Then select Submit.	The Successful Password Change window appears.	
40	Select the Close Window button.	The Select Employee Type window is displayed.	
41	Select the Key icon in the tool bar, then select Cancel.	The Password Change Utility screen opens and closes back to the Select Employee Type window.	
42	Select Military and then select Submit.	A wait screen is displayed, then the SLDCADA System News Screen is displayed.  Note: A news and broadcast message appears on entry when using the SLDCADA web version.	
43	Select the ? icon from the SLDCADA Main Menu Tool Bar, then close the screen.	The Help menu is displayed and closed.  Note: Help topics are not currently implemented.	
44	Select the SLDCADA icon from the SLDCADA Main Menu, then select close.	The About SLDCADA Screen appears and closes.	
45	Select the Current User icon from the SLDCADA Main Menu, then select close.	The Current screen is displayed showing the current user logged into SLDCADA, then the screen closes.	
46	Select the Current Week icon format the SLDCADA Main Menu, then select close.	The Current Week Ending Date Information screen appears showing the weekend date, then the screen closes.	
47	Verify that the SLDCADA Status Bar is displayed at the bottom of the screen.	The Status Bar is displayed on the screen.	

Event #	Action	Expected Results	Requirements
48	Select the SLDCADA Main Menu bar, then select Labor>Time and Attendance, then select the Hour Glass icon.	The Search Window appears.  Note: If the user is identified in the default user class as self, the user cannot access any of the search windows. The user will be taken directly to the Time and Attendance Data Screen where he can only view his own information.	
49	Select the Cancel button.	The SLDCADA System News Screen appears.	
50	Select the SLDCADA Main Menu bar, then select Labor>Time and Attendance.	The SLDCADA Time and Attendance Data Screen appears.	
51	Select the Hour Glass icon.	The Search Screen appears.  Note: Searches can be performed using the Employee Name, SSN, Shop or Supervisor Assignment.	
52	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	
53	Verify that the Shop is highlighted in the Search Criteria box, then enter the shop (ALL) into the Search Criteria Value box, then select Search.	All shop labor hours are displayed in the Time and Attendance Data Screen.  Note: A shop will default to the only shop available if it is the only one assigned.	
54	Select the Hour Glass Icon.	The Search Screen appears.	
55	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	
56	Verify that the SSN is highlighted in the Search Criteria box, select the employee's SSN (000-00-0000) from the Search Criteria Value pull down menu, then select Search.	The employees, with that SSN, labor hours are displayed in the Time and Attendance Data Screen.	
57	Select the Hour Glass Icon.	The Search Screen appears.	
58	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	

Event #	Action	Expected Results	Requirements
59	Verify that the Supervisor Assignment is highlighted in the Search Criteria box, enter All in the Search Criteria Value box, then select Search.	All employees, with that supervisor assignment, labor hours are displayed in the Time and Attendance Data Screen.	
60	Select the Hour Glass Icon.	The Search Screen appears.	
61	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	
62	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (John Smith) into the Search Criteria Value box, then select Search.	John Smith's labor hours are displayed in the Time and Attendance Data Screen.	
63	Change the hours for John Smith to 10 hours on Wednesday of Week 1 and 8 hours on Thursday of Week 2, then save the changes.	The data is changed and saved.  Note: Save performs an actual DB update.	
64	Enter in Clocks Week 1 screen: Sunday: 08:00-15:00 Wednesday: 09:00- 18:00	The hours are displayed.  Note: This is where the employee will be able to enter in their hours for the days they work.	
65	Enter in Clocks Week 2 Screen: Thursday: 09:00-16:00 Friday: 07:00-12:00 Then highlight the Friday times and select Delete.	The hours are displayed with the exception of the deleted hours.	
66	Select the Work Schedule Icon.	The employees Time and Attendance Work Schedule Screen is displayed.	
67	Select Close.	The Work Schedule screen is closed.	
68	Enter the following into the appropriate fields in the Time and Attendance Data Screen for John Smith: JON: S Shop:	The data is entered in the appropriate fields.  Note: These are all optional field.	
69	Enter the wrong P Shop in the P Shop field. Then select Save.	An error message is displayed stating which field was in error.  Note: This is a MANDATORY field.	

Event #	Action	Expected Results	Requirements
70	Select OK on the error message.	The Time and Attendance Data Screen appears.	
71	Enter the correct P Shop in the P Shop field.	The P Shop is entered in the appropriate field.	
	<b>Need Military Login</b>		
72	Enter in the following: Hazard Code: E* ND: spaces Then click on the Save icon.	The following error message will be displayed: Military, SES, and Firefighters cannot use Environmental Code.	Hz Code (Military) (77)
73	Enter in the following: Hazard Code: B* ND: spaces Then click on the Save icon.	The data is changed and accepted.	
74	Enter in the following: Hazard Code: spaces ND: ND Then click on the Save icon.	The following error message will be displayed: Military (employee type = M or B) cannot use Night Differential Code.	ND Code (Military) (80)
	<b>Need SES Login</b>		
75	Enter in the following: Hazard Code: E* ND: spaces Then click on the Save icon.	The following error message will be displayed: Military, SES, and Firefighters cannot use Environmental Code.	
76	Enter in the following: Hazard Code: B* ND: spaces Then click on the Save icon.	The data is changed and accepted.	
77	Enter in the following: Hazard Code: spaces ND: ND Then click on the Save icon.	The following error message will be displayed: Firefighters and SES (employee type = B or F) cannot use Night Differential Code.	ND Code (SES) (81)

Event #	Action	Expected Results	Requirements
78	Change the hours for John Smith to 10 hours on Saturday of Week 1. Then click on the Save icon.	The data is changed and saved.	
79	Enter in Clocks Week 1 screen: Saturday: 08:00-18:00 Then click on the Save icon.	The hours are displayed.	
80	Return to the Time and Attendance window.	The Time and Attendance Data window is displayed.	
81	Enter 25 hours for Wednesday. Then click on the Save icon.	An error message is displayed stating that the hours cannot exceed 24 hours.	
82	Enter in –10 hours for Thursday. Then click on the Save icon.	An error message is displayed stating that the hours cannot be non-negative.	
83	Enter 8 hours on a leave day (Saturday). Then click on the save icon.	An error message appears stating that the user cannot enter hours on a scheduled day off.	
84	Enter 5 hours for everyday of the week. Then click on the save icon.	An error message is displayed stating that the hours must total 40 or 80 for the week.	
85	Enter 8 hours for Wednesday. Then click on the Save icon.	The data is accepted.	
86	Select the Work Schedule Icon.	The employee Time and Attendance Work Schedule Screen is displayed.	
87	Verify that the Overtime, Leave, Regular, Daily Total and the Grand Total of Hours can all be viewed in the Time and Attendance Data Window.	The hours will be displayed.	
88	Select Certification>Correct and Certify from the SLDCADA Main Menu.	The Certification Statement Screen is displayed.	
89	Select Decline.	The SLDCADA Main Menu opens back up.	
90	Select Certification>Correct and Certify from the SLDCADA Main Menu, then select Accept.	The certification select criteria are displayed.	
91	Select the Hour Glass Icon.	The Search Screen appears.	

Event #	Action	Expected Results	Requirements
92	Select a week ending date prior to or after the current pay period.	A statement appears stating that you cannot select a week ending date that is not in the current pay period.	
93	Select a week ending date in the current pay period.	The week ending date appears in the dialog box.	
94	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (John Smith) into the Search Criteria Value box, then select Search.	John Smith's labor hours are displayed in the Correct and Certify Data Screen.  Note: Verify that a search can be performed by SSN, Supervisor Assignment and Shop.	
95	Change Monday's hours to 10 hours in the Correct and Certify Data Screen.	The time is changed.	
96	Select the Clocks Week 1 tab from the Correct and Certify Data Screen, then return to the Correct and Certify Data Screen.	The Correct and Certify Data Screen is displayed.	
97	Select the Certify/Uncertify Week 1 icon to certify week 1.	The certify buttons will be renamed "U."  Note: The fields can no longer be updated unless the data is uncertified.	
98	Select the U button.	The data is uncertified.	
99	Change Tuesday's hours to 7 hours in the Correct and Certify Data Screen.	The time is changed.	
100	<i>Select the Clocks Week 2 tab from the Correct and Certify Data Screen, then return to the Correct and Certify Data Screen.</i>	The Correct and Certify Data Screen is displayed.	
101	<i>Select the Certify/Uncertify Week 2 icon to certify week 2.</i>	The certify buttons will be renamed "U."  Note: The fields can no longer be updated unless the data is uncertified.	
102	Select the U button.	The data is uncertified.	

Event #	Action	Expected Results	Requirements
103	Select the Work Schedule icon.	The Work Schedule is displayed.  Note: The Last Record icon is NOT enabled for this screen.	
104	Select Close.	The Work Schedule screen is closed.	
105	Select the Certify Week 1 and 2 Icon.	Both weeks are certified.	
106	Select Certification>Certify Only from the SLDCADA Main Menu.	The Certification Statement Screen is displayed.  Note: Data cannot be updated in this screen.	
107	Select Decline.	The SLDCADA Main Menu opens back up.	
108	Select Certification>Certify Only from the SLDCADA Main Menu, then select Accept.	The certification select criteria are displayed.	
109	Select the Hour Glass Icon.	The Search Screen appears.	
110	Select a week ending date in the current pay period.	The week ending date appears in the dialog box.	
111	Select a week ending date prior to or after the current pay period.	A statement appears stating that you cannot select a week ending date that is not in the current pay period.	
112	Verify that the SSN is highlighted in the Search Criteria box, select the employee's SSN (000-00-0000) from the Search Criteria Value pull down menu, then select Search.	The employees, with that SSN, labor hours are displayed in the Certify Only Data Screen.  Note: Verify that searches can be performed on Employee Name, Supervisor Assignment and Shop.	
113	Select the Clocks Week 1 tab from the Certify Only Data Screen, then return to the Certify Only Data Screen.	The Certify Only Data Screen is displayed.	
114	Select the Certify/Uncertify Week 1 icon to certify week 1.	The certify buttons will be renamed "U."	
115	Select the U button.	The data is uncertified.	

Event #	Action	Expected Results	Requirements
116	Select the Clocks Week 2 tab from the Certify Only Data Screen, then return to the Certify Only Data Screen.	The Certify Only Data Screen is displayed.	
117	Select the Certify/Uncertify Week 2 icon to certify week 1.	The certify buttons will be renamed "U."	
118	Select the U button.	The data is uncertified.	
119	Select the Work Schedule icon.	The Work Schedule is displayed.	
120	Select Close.	The Work Schedule screen is closed.	
121	Select the Certify Week 1 and 2 Icon.	Both weeks are certified.	
122	Select Employee>Payroll from the SLDCADA Main Menu.	<p>The Employee Search Screen is displayed.</p> <p>Note: Only Employee Name and SSN are available for the search criteria.</p> <p>Note: If the user menu class is Self, no search windows can be accessed. The user is taken directly to the Military Employee Data Maintenance Screen.</p>	
123	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	
124	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (John Smith) into the Search Criteria Value box, then select Search.	John Smith's information is displayed in the Military Employee Payroll Data Maintenance Screen.	



Event #	Action	Expected Results	Requirements
125	Verify that the Military Tab is selected, then select the following: Shop: 03 Work Schedule: SS Time & Labor: 3 Supv. Assignment: 03 Badge Revision Number: 0 Union Unit Code: Union Direct/Indirect Code: Direct Temp Supv. Assignment: 01 Employing Activity: 064485 Full/Part-Time: Full Time Military Rank: E09 Funded/Unfunded: Funded Shifts: Week 1 Monday: 8	The information appears on the screen.  Note: The following are required fields: Employee Name, Shop, Work Schedule, Supervisor Assignment and Time and Labor Category.	Military (Enter Information) (156, 157)
126	Enter in the following information: Sub Shop: Pay Block: 1 Army AMS Code: 1 Employee Type Code: R Pay Plan: ML	The information appears on the screen.	Military (Select Information) (158)
127	Select the Military Predetermined tab in the Military Employee Payroll Data Maintenance Screen.	The Military Employee Predetermined Payroll Data Maintenance screen appears.	

Event #	Action	Expected Results	Requirements
128	Enter the following into the Military Employee Predetermined Payroll Data Maintenance screen: JON: Expiration Date: Hours: Labor Class Codes: Operation Codes: Select the Benefiting Shop:	The information appears on the screen.  Note: The batch process generates hours according to the hours field per day.  Note: As many as 99 JONs may be entered into this screen.	Military (Predetermined, Labor Data, JON, Hours Field, Expiration, Labor Hours, Shop, Codes) (159, 160, 161, 164, 167, 168, 169, 170)
129	Select the Add icon on the tool bar.	A new row is added and loaded with any default values.	Military (Add) (162)
130	Select the Reference icon, then choose the JON.	The JON appears in the appropriate field.	Military (Reference) (163)
131	Select the box labeled MD next to the just added row.	A check appears in the MD box.	Military (MD) (166)
132	Select the save button and confirm the delete.	The record is deleted.  Note: The record could just be deactivated if the record being deleted is in a code table used for validation.	
133	Select the Add icon on the tool bar.	A new row is added and loaded with any default values.	
134	Select the Reference icon, then choose the JON.	The JON appears in the appropriate field.	
135	Enter the following into the Military Employee Predetermined Payroll Data Maintenance screen: Expiration Date: Labor Class Codes: Operation Codes: Select the Benefiting Shop:	The information appears on the screen.  Note: The batch process generates hours according to the work schedule.	Military (Work Field) (165)

Event #	Action	Expected Results	Requirements
136	Select the Save button.	<p>The record is added. A check mark will appear beside the record.</p> <p>Note: Save does not have to be selected after each new row is added, only after all of the rows have been added.</p>	
137	Select Employee>Field from the SLDCADA Main Menu.	<p>The Employee Search Screen is displayed.</p> <p>Note: Only Employee Name and SSN are available for the search criteria.</p> <p>Note: If the user menu class is Self, no search windows can be accessed. The user is taken directly to the Military Employee Data Maintenance Screen.</p>	
138	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	
139	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (John Smith) into the Search Criteria Value box, then select Search.	John Smith's information is displayed in the Military Employee Payroll Data Maintenance Screen.	

Event #	Action	Expected Results	Requirements
140	Verify that the Military Tab is selected, then select the following: Shop: 03 Work Schedule: SS Time & Labor: 3 Supv. Assignment: 03 Badge Revision Number: 0 Union Unit Code: Union Direct/Indirect Code: Direct Temp Supv. Assignment: 01 Employing Activity: 064485 Full/Part-Time: Full Time Military Rank: E09 Funded/Unfunded: Funded Shifts: Week 1 Monday: 8	The information appears on the screen.  Note: The following are required fields: Employee Name, Shop, Work Schedule, Supervisor Assignment and Time and Labor Category.  Note: Previous weeks displayed were accessed by query only.	Field Military (Query, Enter Information) (215, 216, 217)
141	Enter in the following information: Sub Shop: Pay Block: 1 Army AMS Code: 1 Employee Type Code: R Pay Plan: ML	The information appears on the screen.	Field Military (Select Information) (218)
142	Select the Military Predetermined tab in the Military Employee Payroll Data Maintenance Screen.	The Military Employee Predetermined Payroll Data Maintenance screen appears.	

Event #	Action	Expected Results	Requirements
143	Enter the following into the Military Employee Predetermined Payroll Data Maintenance screen: JON: Expiration Date: Hours: Labor Class Codes: Operation Codes: Select the Benefiting Shop:	The information appears on the screen.  Note: The batch process generates hours according to the hours field per day or the work schedule.	Field Military (JON, Hours Field, Work Field, Predetermined, Labor Data, Expiration, Labor Hours, Shop, Codes) (219, 222, 223, 224, 225, 227, 228, 229, 230)
144	Select the Add icon on the tool bar.	A new row is added and loaded with any default values.	Field Military (Add) (220)
145	Select the Reference icon, then choose the JON.	The JON appears in the appropriate field.	Field Military (Reference) (221)
146	Select the box labeled MD next to the just added row.	A check appears in the MD box.	Field Military (MD) (226)
147	Select the save button and confirm the delete.	The record is deleted.  Note: The record could just be deactivated if the record being deleted is in a code table used for validation.	
148	Select Reports>Cert List-Cert Emp Rpt.	The Certification Listing for Certified Employees Report is displayed.	
149	Select File>Save As, then name it Certified Employees.	The Report is archived for history purposes.	
150	Select File>Print.	The Report is printed.	
151	Select Reports>Cert List-UnCert Emp Rpt.	The Certification Listing for Manually Certified Employees Report is displayed.	
152	Select File>Print.	The Report is printed.	

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Requirements</b>
153	Select Reports>Incorrect Hours.	The Incorrect Hours Report appears displaying employees whose daily hours do not match their work schedule.  Note: This is a query report only. Queries can be done by Supervisor Assignment, Employee Name, SSN or Shop.	
154	Select Reports>Missing Timecards.	The Missing Timecards report is displayed for all employees who have no labor records.	
155	Select Reports>Uncertified Employees.	The Uncertified Employees Report appears displaying all employees who have not been certified.	
156	Select Reports>Suggested Reports Schedule.	The Suggested Reports Schedule appears displaying all SLDCADA reports and the suggested frequency of reported and the suggested personnel who should run the report.	
157	Change one of the Frequencies to Weekly in the Suggested Reports Screen.	The Frequency is changed.	
158	Select the Exit SLDCADA from the SLDCADA Main Menu.	SLDCADA is exited and the user is returned to the Netscape browser.	

Joint Interoperability Test Command

Software Test Description

For the

NAVAL SEA SYSTEMS COMMAND (NAVSEA)

**STANDARD LABOR DATA COLLECTION AND DISTRIBUTION  
APPLICATION (SLDCADA)**

***STD 3- Non-Employee***

**May 29, 2001**

**1. Details of Test Case: STD 3-Non-Employee**

**1.1 Title:** Standard Labor Data Collection and Distribution Application (SLDCADA)

**1.2 Description:** The Standard Labor Data Collection and Distribution Application (SLDCADA) is a Naval Sea System Command (NAVSEA) developed Time and Attendance System that has recently been chosen as the Department of Navy standard.

The SLDCADA is a timekeeping system that allows for centralized or distributed input, providing the capability to track civilian, military, as well as contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes.

**1.3 Assumptions and Constraints:** SLDCADA website has been successfully accessed and the New Site Certificate process has been bypassed..



STD 3- Non-Employee			
<b>Objective:</b> To assure that SLDCADA functionality's are successfully demonstrated and evaluated.			
<b>Requirements:</b> see attached listing			
Event #	Action	Expected Results	Requirements
1	Open Netscape and type in the URL address.	The Security Alert window is displayed.	
2	Select the box next to "Show this alert Next Time," and select Continue.	The Security Alert Window displays.	
3	Select Yes from the Security Alert window.	The SLDCADA Web Login window is displayed.	
4	Select Cancel.	The login screen disappears.	
5	Access The SLDCADA Web Login Screen.	The Web Login Screen appears.	
6	Select Cancel.	The Web Login Screen closes.	
7	Access the SLDCADA Web Login Screen.	The Web Login Screen appears.	
8	Type the following: User ID: Password: (Wrong One) Then select Login.	The Login Error Message appears.	
9	Type the following: User ID: Password: (Wrong One) Then select Login.	The Login Error Message appears a second time.	
10	Select OK and type in the following: User ID: Password: (Correct One) Then select Login.	The Password Change Utility Screen appears.	
11	Select Cancel.	The Web Login Screen appears.	
12	Select OK and type in the following: User ID: Password: (Correct One) Then select Login.	The Password Change Utility Screen appears.	

Event #	Action	Expected Results	Requirements
13	Enter in the following: New Password: Confirm New Password: Then select Submit.	The Successful Password Change window appears.	
14	Select the Close Window button.	The Select Employee Type window is displayed.	
15	Select the Key icon in the tool bar, then select Cancel.	The Password Change Utility screen opens and closes back to the Select Employee Type window.	
16	Select Non-employee and then select Submit.	A wait screen is displayed, then the SLDCADA System News Screen is displayed.  Note: A news and broadcast message appears on entry when using the SLDCADA web version.	
17	Select the ? icon from the SLDCADA Main Menu Tool Bar, then close the screen.	The Help menu is displayed and closed.  Note: Help topics are not currently implemented.	
18	Select the SLDCADA icon from the SLDCADA Main Menu, then select close.	The About SLDCADA Screen appears and closes.	
19	Select the Current User icon from the SLDCADA Main Menu, then select close.	The Current screen is displayed showing the current user logged into SLDCADA, then the screen closes.	
20	Select the Current Week icon format the SLDCADA Main Menu, then select close.	The Current Week Ending Date Information screen appears showing the weekend date, then the screen closes.	
21	Verify that the SLDCADA Status Bar is displayed at the bottom of the screen.	The Status Bar is displayed on the screen.	

Event #	Action	Expected Results	Requirements
22	Select the SLDCADA Main Menu bar, then select Labor>Time and Attendance, then select the Hour Glass icon.	The Search Window appears.  Note: If the user is identified in the default user class as self, the user cannot access any of the search windows. The user will be taken directly to the Time and Attendance Data Screen where he can only view his own information.	
23	Select the Cancel button.	The SLDCADA System News Screen appears.	
24	Select the SLDCADA Main Menu bar, then select Labor>Time and Attendance.	The SLDCADA Time and Attendance Data Screen appears.	
25	Select the Hour Glass icon.	The Search Screen appears.  Note: Searches can be performed using the Employee Name, SSN, Shop or Supervisor Assignment.	
26	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	
27	Verify that the Shop is highlighted in the Search Criteria box, then enter the shop (ALL) into the Search Criteria Value box, then select Search.	All shop labor hours are displayed in the Time and Attendance Data Screen.  Note: A shop will default to the only shop available if it is the only one assigned.	
28	Select the Hour Glass Icon.	The Search Screen appears.	
29	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	
30	Verify that the SSN is highlighted in the Search Criteria box, select the employee's SSN (000-00-0000) from the Search Criteria Value pull down menu, then select Search.	The employees, with that SSN, labor hours are displayed in the Time and Attendance Data Screen.	
31	Select the Hour Glass Icon.	The Search Screen appears.	
32	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	

Event #	Action	Expected Results	Requirements
33	Verify that the Supervisor Assignment is highlighted in the Search Criteria box, enter All in the Search Criteria Value box, then select Search.	All employees, with that supervisor assignment, labor hours are displayed in the Time and Attendance Data Screen.	
34	Select the Hour Glass Icon.	The Search Screen appears.	
35	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	
36	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (John Smith) into the Search Criteria Value box, then select Search.	John Smith's labor hours are displayed in the Time and Attendance Data Screen.	
37	Change the hours for John Smith to 10 hours on Wednesday of Week 1 and 8 hours on Thursday of Week 2, then save the changes.	The data is changed and saved.  Note: Save performs an actual DB update.	
38	Enter in Clocks Week 1 screen: Sunday: 08:00-15:00 Wednesday: 09:00- 18:00	The hours are displayed.  Note: This is where the employee will be able to enter in their hours for the days they work.	
39	Enter in Clocks Week 2 Screen: Thursday: 09:00-16:00 Friday: 07:00-12:00 Then highlight the Friday times and select Delete.	The hours are displayed with the exception of the deleted hours.	
40	Select the Work Schedule Icon.	The employee's Time and Attendance Work Schedule Screen is displayed.	
41	Select Close.	The Work Schedule screen is closed.	
42	Enter the following into the appropriate fields in the Time and Attendance Data Screen for John Smith: JON: S Shop:	The data is entered in the appropriate fields.  Note: These are all optional field.	
43	Enter the wrong P Shop in the P Shop field. Then select Save.	An error message is displayed stating which field was in error.  Note: This is a MANDATORY field.	

Event #	Action	Expected Results	Requirements
44	Select OK on the error message.	The Time and Attendance Data Screen appears.	
45	Enter the correct P Shop in the P Shop field.	The P Shop is entered in the appropriate field.	
	<b><i>Need to be a Firefighter</i></b>		
46	<i>Enter in the following: Hazard Code: E* ND: spaces Then click on the Save icon.</i>	<i>The following error message will be displayed: Military, SES, and Firefighters cannot use Environmental Code.</i>	
47	<i>Enter in the following: Hazard Code: D* ND: spaces Then click on the Save icon.</i>	<i>The data is changed and accepted.</i>	
48	<i>Enter in the following: Hazard Code: spaces ND: ND Then click on the Save icon.</i>	<i>The following error message will be displayed: Firefighters and SES (employee type = B or F) cannot use Night Differential Code.</i>	
49	<i>Enter in the following: TYHR: OS Then click on the Save icon.</i>	<i>The following error message will be displayed: Firefighters (employee type = F) cannot use OS type hour code.</i>	TYHR (Firefighter) (87)
50	<i>Enter in the following: HZ: B* TYHR: LU Then click on the Save icon.</i>	<i>Establishes as injury date.</i>	TYHR (Injury Date, LU) (92, 93)
51	<i>Enter the injury date.</i>	<i>Injury date is established.</i>	
52	<i>Enter in the following: HZ: B* TYHR: LT Then click on the Save icon.</i>	<i>The screen will inquire for an injury date.</i>	

Event #	Action	Expected Results	Requirements
	<b><i>Need to be a Ungraded employee</i></b>		
53	<i>Enter in the following: Hazard Code: spaces ND: ND Then click on the Save icon.</i>	<i>The following error message will be displayed: Ungraded cannot use Night Differential Code.</i>	ND Code (Ungraded) (82)
54	<i>Enter in the following: TYHR: HG Then click on the Save icon.</i>	<i>The following error message will be displayed: Graded type hour codes cannot be used for Ungraded employees.</i>	TYHR (Ungraded) (89)
55	<i>Enter in the following: TYHR: RG Then click on the Save icon.</i>	<i>The following error message will be displayed: Ungraded cannot use Night Differential Code.</i>	
56	<i>Enter in the following: TYHR: SG Then click on the Save icon.</i>	<i>The following error message will be displayed: Ungraded cannot use Night Differential Code.</i>	
57	Change the hours for John Smith to 10 hours on Saturday of Week 1. Then click on the Save icon.	The data is changed and saved.	
58	Enter in Clocks Week 1 screen: Saturday: 08:00-18:00 Then click on the Save icon.	The hours are displayed.	
59	Return to the Time and Attendance window.	The Time and Attendance Data window is displayed.	
60	Enter 25 hours for Wednesday. Then click on the Save icon.	An error message is displayed stating that the hours cannot exceed 24 hours.	
61	Enter in –10 hours for Thursday. Then click on the Save icon.	An error message is displayed stating that the hours cannot be non-negative.	
62	Enter 8 hours on a leave day (Saturday). Then click on the save icon.	An error message appears stating that the user cannot enter hours on a scheduled day off.	

Event #	Action	Expected Results	Requirements
63	Enter 5 hours for everyday of the week. Then click on the save icon.	An error message is displayed stating that the hours must total 40 or 80 for the week.	
64	Enter 8 hours for Wednesday. Then click on the Save icon.	The data is accepted.	
65	Select the Work Schedule Icon.	The employee Time and Attendance Work Schedule Screen is displayed.	
66	Verify that the Overtime, Leave, Regular, Daily Total and the Grand Total of Hours can all be viewed in the Time and Attendance Data Window.	The hours will be displayed.	
67	Select Certification>Correct and Certify from the SLDCADA Main Menu.	The Certification Statement Screen is displayed.	
68	Select Decline.	The SLDCADA Main Menu opens back up.	
69	Select Certification>Correct and Certify from the SLDCADA Main Menu, then select Accept.	The certification select criteria are displayed.	
70	Select the Hour Glass Icon.	The Search Screen appears.	
71	Select a week ending date prior to or after the current pay period.	A statement appears stating that you cannot select a week ending date that is not in the current pay period.	
72	Select a week ending date in the current pay period.	The week ending date appears in the dialog box.	
73	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (John Smith) into the Search Criteria Value box, then select Search.	John Smith's labor hours are displayed in the Correct and Certify Data Screen.  Note: Verify that a search can be performed by SSN, Supervisor Assignment and Shop.	
74	Change Monday's hours to 10 hours in the Correct and Certify Data Screen.	The time is changed.	
75	Select the Clocks Week 1 tab from the Correct and Certify Data Screen, then return to the Correct and Certify Data Screen.	The Correct and Certify Data Screen is displayed.	

<b>Event #</b>	<b>Action</b>	<b>Expected Results</b>	<b>Requirements</b>
76	Select the Certify/Uncertify Week 1 icon to certify week 1.	The certify buttons will be renamed “U.”  Note: The fields can no longer be updated unless the data is uncertified.	
77	Select the U button.	The data is uncertified.	
78	Change Tuesday’s hours to 7 hours in the Correct and Certify Data Screen.	The time is changed.	
79	Select the Clocks Week 2 tab from the Correct and Certify Data Screen, then return to the Correct and Certify Data Screen.	The Correct and Certify Data Screen is displayed.	
80	Select the Certify/Uncertify Week 2 icon to certify week 2.	The certify buttons will be renamed “U.”  Note: The fields can no longer be updated unless the data is uncertified.	
81	Select the U button.	The data is uncertified.	
82	Select the Work Schedule icon.	The Work Schedule is displayed.  Note: The Last Record icon is NOT enabled for this screen.	
83	Select Close.	The Work Schedule screen is closed.	
84	Select the Certify Week 1 and 2 Icon.	Both weeks are certified.	
85	Select Certification>Certify Only from the SLDCADA Main Menu.	The Certification Statement Screen is displayed.  Note: Data cannot be updated in this screen.	
86	Select Decline.	The SLDCADA Main Menu opens back up.	
87	Select Certification>Certify Only from the SLDCADA Main Menu, then select Accept.	The certification select criteria are displayed.	
88	Select the Hour Glass Icon.	The Search Screen appears.	
89	Select a week ending date in the current pay period.	The week ending date appears in the dialog box.	



Event #	Action	Expected Results	Requirements
90	Select a week ending date prior to or after the current pay period.	A statement appears stating that you cannot select a week ending date that is not in the current pay period.	
91	Verify that the SSN is highlighted in the Search Criteria box, select the employee's SSN (000-00-0000) from the Search Criteria Value pull down menu, then select Search.	The employees, with that SSN, labor hours are displayed in the Certify Only Data Screen.  Note: Verify that searches can be performed on Employee Name, Supervisor Assignment and Shop.	
92	Select the Clocks Week 1 tab from the Certify Only Data Screen, then return to the Certify Only Data Screen.	The Certify Only Data Screen is displayed.	
93	Select the Certify/Uncertify Week 1 icon to certify week 1.	The certify buttons will be renamed "U."	
94	Select the U button.	The data is uncertified.	
95	Select the Clocks Week 2 tab from the Certify Only Data Screen, then return to the Certify Only Data Screen.	The Certify Only Data Screen is displayed.	
96	Select the Certify/Uncertify Week 2 icon to certify week 1.	The certify buttons will be renamed "U."	
97	Select the U button.	The data is uncertified.	
98	Select the Work Schedule icon.	The Work Schedule is displayed.	
99	Select Close.	The Work Schedule screen is closed.	
100	Select the Certify Week 1 and 2 Icon.	Both weeks are certified.	

Event #	Action	Expected Results	Requirements
101	Select Employee>Payroll from the SLDCADA Main Menu.	The Employee Search Screen is displayed.  Note: Only Employee Name and SSN are available for the search criteria.  Note: If the user menu class is Self, no search windows can be accessed. The user is taken directly to the Non-employee Data Maintenance Screen.	
102	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	
103	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (John Smith) into the Search Criteria Value box, then select Search.	John Smith's information is displayed in the Non-employee Payroll Data Maintenance Screen.	
104	Verify that the Non-employee Tab is selected, then select the following: Shop: 04 Work Schedule: 01 Time & Labor: 3 Supv. Assignment: 1111 Temp Supv. Assignment: 01 Employing Activity: 000178 Shifts: Week 1 Monday: 8	The information appears on the screen.  Note: The following are required fields: Employee Name, Shop, Work Schedule, Supervisor Assignment and Time and Labor Category.	Non-employee (Enter Information) (171, 172)
105	Enter in the following information: Sub Shop: Onboard Date: 5-1-01 NTE Date: 5-1-02 Host Company: ASDF Local POC: ASDF	The information appears on the screen.	Non-employee (Select Information) (173)
106	Select the Non-employee Predetermined tab in the Non-employee Payroll Data Maintenance Screen.	The Non-employee Employee Predetermined Payroll Data Maintenance screen appears.	

Event #	Action	Expected Results	Requirements
107	Enter the following into the Non-employee Predetermined Payroll Data Maintenance screen: JON: Expiration Date: Hours: Labor Class Codes: Operation Codes: Select the Benefiting Shop:	The information appears on the screen.  Note: The batch process generates hours according to the hours field per day.  Note: As many as 99 JONs may be entered into this screen.	Non-employee (Predetermined, Labor Data, JON, Hours Field, Expiration, Labor Hours, Shop, Codes) (174, 175, 176, 179, 182, 183, 184, 185)
108	Select the Add icon on the tool bar.	A new row is added and loaded with any default values.	Non-employee (Add) (177)
109	Select the Reference icon, then choose the JON.	The JON appears in the appropriate field.	Non-employee (Reference) (178)
110	Select the box labeled MD next to the just added row.	A check appears in the MD box.	Non-employee (MD) (181)
111	Select the save button and confirm the delete.	The record is deleted.  Note: The record could just be deactivated if the record being deleted is in a code table used for validation.	
112	Select the Add icon on the tool bar.	A new row is added and loaded with any default values.	
113	Select the Reference icon, then choose the JON.	The JON appears in the appropriate field.	
114	Enter the following into the Non-employee Predetermined Payroll Data Maintenance screen: Expiration Date: Labor Class Codes: Operation Codes: Select the Benefiting Shop:	The information appears on the screen.  Note: The batch process generates hours according to the work schedule.	Non-employee (Work Field) (180)

Event #	Action	Expected Results	Requirements
115	Select the Save button.	<p>The record is added. A check mark will appear beside the record.</p> <p>Note: Save does not have to be selected after each new row is added, only after all of the rows have been added.</p>	
116	Select Employee>Field from the SLDCADA Main Menu.	<p>The Employee Search Screen is displayed.</p> <p>Note: Only Employee Name and SSN are available for the search criteria.</p> <p>Note: If the user menu class is Self, no search windows can be accessed. The user is taken directly to the Non-employee Data Maintenance Screen.</p>	
117	Select the desired week ending date: 30 March 2001.	The week ending date appears in the dialog box.	
118	Verify that the Employee Name is highlighted in the Search Criteria box, then enter the employee's name (John Smith) into the Search Criteria Value box, then select Search.	John Smith's information is displayed in the Non-employee Payroll Data Maintenance Screen.	
119	<p>Verify that the Non-employee Tab is selected, then select the following:</p> <p>Shop: 04</p> <p>Work Schedule: 01</p> <p>Time &amp; Labor: 3</p> <p>Supv. Assignment: 1111</p> <p>Temp Supv. Assignment: 01</p> <p>Employing Activity: 000178</p> <p>Shifts: Week 1 Monday: 8</p>	<p>The information appears on the screen.</p> <p>Note: The following are required fields: Employee Name, Shop, Work Schedule, Supervisor Assignment and Time and Labor Category.</p> <p>Note: Previous weeks displayed were accessed by query only.</p>	Field Non-employee (Query, Enter Information) (231, 232, 233)

Event #	Action	Expected Results	Requirements
120	Enter in the following information: Sub Shop: Onboard Date: 5-1-01 NTE Date: 5-1-02 Host Company: ASDF Local POC: ASDF	The information appears on the screen.	Field Non-employee (Select Information) (234)
121	Select the Non-employee Predetermined tab in the Non-employee Payroll Data Maintenance Screen.	The Non-employee Predetermined Payroll Data Maintenance screen appears.	
122	Enter the following into the Non-employee Predetermined Payroll Data Maintenance screen: JON: Expiration Date: Hours: Labor Class Codes: Operation Codes: Select the Benefiting Shop:	The information appears on the screen.  Note: The batch process generates hours according to the hours field per day or the work schedule.	Field Non-employee (JON, Hours Field, Work Field, Predetermined, Labor Data, Expiration, Labor Hours, Shop, Codes) (235, 238, 239, 240, 241, 243, 244, 245, 246)
123	Select the Add icon on the tool bar.	A new row is added and loaded with any default values.	Field Non-employee (Add) (236)
124	Select the Reference icon, then choose the JON.	The JON appears in the appropriate field.	Field Non-employee (Reference) (237)
125	Select the box labeled MD next to the just added row.	A check appears in the MD box.	Field Non-employee (MD) (242)

Event #	Action	Expected Results	Requirements
126	Select the save button and confirm the delete.	The record is deleted.  Note: The record could just be deactivated if the record being deleted is in a code table used for validation.	
127	Select Reports>Cert List-Cert Emp Rpt.	The Certification Listing for Certified Employees Report is displayed.	
128	Select File>Save As, then name it Certified Employees.	The Report is archived for history purposes.	
129	Select File>Print.	The Report is printed.	
130	Select Reports>Cert List-UnCert Emp Rpt.	The Certification Listing for Manually Certified Employees Report is displayed.	
131	Select File>Print.	The Report is printed.	
132	Select Reports>Incorrect Hours.	The Incorrect Hours Report appears displaying employees whose daily hours do not match their work schedule.  Note: This is a query report only. Queries can be done by Supervisor Assignment, Employee Name, SSN or Shop.	
133	Select Reports>Missing Timecards.	The Missing Timecards report is displayed for all employees who have no labor records.	
134	Select Reports>Uncertified Employees.	The Uncertified Employees Report appears displaying all employees who have not been certified.	
135	Select Reports>Suggested Reports Schedule.	The Suggested Reports Schedule appears displaying all SLDCADA reports and the suggested frequency of reported and the suggested personnel who should run the report.	
136	Change one of the Frequencies to Weekly in the Suggested Reports Screen.	The Frequency is changed.	

Event #	Action	Expected Results	Requirements
137	Select the Exit SLDCADA from the SLDCADA Main Menu.	SLDCADA is exited and the user is returned to the Netscape browser.	